

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard

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COMDTNOTE 1414  
APR 21 2004

COMMANADANT NOTICE 1414

CANCELLED: APR 20 2005

Subj: CH-6 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL,  
COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at headquarters shall ensure compliance with the provisions of this Notice. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This Notice updates the Enlisted Performance Qualifications (EPQs) for the DC, FS, HS, PA and YN ratings. The DC rating qualifications remain unchanged; only the reference listing for standards is updated to provide a more comprehensive source of information. All personnel of the affected ratings in the process of accomplishing EPQs for the next higher pay-grade shall have signatures transferred to the new edition of the CG-3303C forms by their supervisor provided the EPQs concisely match.

DISTRIBUTION – SDL No. 141

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	1	1	1	2	1	1		1	1		1	1	1	1	1	1		1		1					
B		8	5	2	1	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	2	2	2	1	2	1
C	2	1	1	1	1	1	1	1	1	1	2	1	1	1		1	1	1	1	1	1	1	1	1		
D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
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F																		1								
G		1	1	1	1																					
H																										

NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

a. Remove and insert the following pages:

Remove

Tab 7, pages 1 thru 17

Tab 10, pages 1 thru 20

Tab 13, pages 1 thru 36

Tab 20, pages 1 thru 8

Tab 27, pages 1 thru 13

Insert

Tab 7, pages 1 thru 21

Tab 10, pages 1 thru 15

Tab 13, pages 1 thru 32

Tab 20, pages 1 thru 10

Tab 27, pages 1 thru 16

5. FORMS AVAILABILITY. Current and updated copies of form CG-3303Cs for each rating are available on the World Wide Web at the following address: <http://www.uscg.mil/hq/g-w/g-wt/g-wtt/g-wtt-2/trapol/quals.htm>. Copies of the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C, with changes, may be found on the Coast Guard Web (CGWeb) at: <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm> or on the World Wide Web (www) at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. For those with limited computer access paper copies of the EPQs may be obtained from local personnel administration offices or Career Development Advisors.

R. J. Papp Jr. /s/

Director of Reserve and Training

Encl: (1) CH-6 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C

## RECORD OF PERFORMANCE QUALIFICATIONS DC

**INSTRUCTIONS** Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

**Note:** The reference material cited in qualifications noted with an asterisk (\*) has been duplicated in the correspondence courses. You are not required to purchase the commercial references cited in the qualifications marked with an asterisk. The required information for those particular qualifications can be found in the correspondence courses. All other reference material should be available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, Naval Engineering – Technical Information Management System web site accessible at <http://10.38.16.120:1088/cgi-bin/WebObjects/Tims>, DC RFMC web site accessible at [http://cgweb.comdt.uscg.mil/g-srf/DC\\_Home](http://cgweb.comdt.uscg.mil/g-srf/DC_Home), your unit, or from other government sources. A list of reference material (hyperlinks provided where available) is located at the end of this Tab.

**Always obey local codes and laws, follow manufacturers' operating instructions, and observe safety precautions.**

**This revision to the EPQs does not change any of the previous tasking. It only updates formatting, adds standards (references) and provides hyper-links to the standards (reference material). The information remains effective for present SWE cycle dates. If members have completed tasks on the previous edition of the EPQs, then signatures should be transferred for those completed tasks to this new edition.**

<b>RATING</b> DAMAGE CONTROLMAN (Effective for the MAY 2004 Active Duty and Oct 2004 Reserve SWE)			<b>ABBREVIATION</b> DC		
<b>DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL</b>					
E-4		E-5		E-6	
E-7		E-8		E-9	
<b>NAME</b> (Last, First, Middle Initial)					<b>EMPLID NUMBER</b>

**SIGNATURE OF SUPERVISOR**

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

**REMARKS**

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p><b>A. ADMINISTRATION</b></p> <p><b>*5.A.01 Prepare</b> a written estimate for a minor shop project IAW MLC Standard Operating Procedures (MLCLANT SOP, MLCPAC SOP), and unit instructions.</p> <p><b>SupGuide:</b> Member will estimate the resources (personnel, tools &amp; material) required to complete a minor project which includes but are not limited to small renovations and/or carpentry, welding, or plumbing projects under \$3,000.</p> <p><b>5.A.02 Manage</b> a Preventive Maintenance program IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 081 and 090, Damage Control PMS Manual, TP2006 (series), CMPlus User Manual, Manufacturer's Technical Instructions, and unit specific equipment maintenance requirements.</p> <p><b>SupGuide:</b> The member will ensure that scheduled maintenance does not interfere with other departments or conflict with unit missions. Member will schedule and manage organizational level maintenance for a minimum of one quarter; ensuring resources (time, material, training, and special tools) are made available. Member will submit entries in CMPlus database.</p> <p><b>6.A.01 Verify</b> specifications for accuracy during an availability and provide comments IAW the Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 090, MLC Standard Operating Procedures (MLCLANT SOP, MLCPAC SOP), MLC Specifications (LANT SPECS, PAC SPECS) and Organization and Operating Procedures Manual, Naval Engineering Division, Maintenance &amp; Logistic Command Pacific, MLCPACINST M9000.6 (series).</p> <p><b>SupGuide:</b> Member will review Specifications for any technical shortcomings. Review will include matching CSMP's to the statement of work and ensuring all interferences are identified within the specifications. If changes are needed, member will submit change recommendations to the appropriate authority. Member will validate specs by utilizing the CSMP/ECR file and MLC standard specifications. Member will utilize contract specifications to inspect the quality of contractor workmanship, verify adherence to the specifications as required in the contract, and document status/progress of work and prepare daily progress reports.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p><b>6.A.02 Submit</b> a written estimate for a major work project IAW the MLC Standard Operating Procedures, (MLCLANT SOP, MLCPAC SOP), Civil Engineering Manual, COMDINST M11000.11 (series), and Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 090.</p> <p><b>SupGuide:</b> Member will estimate the materials, resources, and interferences required to complete a major work project. A major work project is defined as a project with an estimated cost exceeding \$3,000. Member will use the estimate as a basis for completing and submitting a SSMR or CSMP.</p> <p><b>7.A.01 Inspect</b> a structure IAW MLC LANT/PAC Instructions, Maintenance Assessment Guide for Coast Guard Housing, COMDTPUB 11101.21, MLC (KSE) Safety and Environmental Shore Station Checklist and Civil Engineering Manual, COMDTINST M11000.11 (series).</p> <p><b>SupGuide:</b> Member will use checklists provided in the above references to inspect Coast Guard owned housing or structures. Member will use the results of the inspection to schedule/contract maintenance and to develop an SSMR file.</p> <p><b>B. CARPENTRY</b></p> <p><b>*4.B.01 Repair</b> wallboard IAW Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, Carpentry and Building Construction and Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series).</p> <p><b>SupGuide:</b> Given the following types of wallboard defects and damages, the member will perform repairs using the appropriate wallboard tools and PPE.</p> <ul style="list-style-type: none"> <li>• Popped nails</li> <li>• Dented or scratched surface</li> <li>• Holes</li> <li>• Water damage</li> </ul> <p>Member will identify the different types of wallboard and installation procedures. Finished repairs will be smooth and ready for covering (paint, wallpaper) and have an acceptable appearance. Member will take the necessary precautions to minimize the spread of wallboard and joint compound dust in the area of the repairs</p> <p><b>Note:</b> Wallboard is also known as drywall and/or sheet rock.</p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>EMPLID NUMBER</b>	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p><b>*4.B.02 Perform</b> preventative maintenance on stationary power tools IAW Manufacturer's Technical Instructions, Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, Carpentry and Building Construction, Occupational Safety and Health Standards 29 CFR Part 1910, and unit PMS.</p> <p><b>SupGuide:</b> Member will complete all PMS as per the manufacturer's instructions. All stationary power tools will be in good working condition or corrective actions taken for unserviceable tools (i.e.; frayed cords, unusual vibrations, cracked or damaged housings, smoked or burnt wiring smell, inoperable safety switches or guards). Member will ensure all fences and guards are properly installed and operate according to the above references. Member is not required to make electrical repairs.</p> <p><b>*4.B.03 Construct</b> a woodworking project IAW Carpentry and Building Construction and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p><b>SupGuide:</b> Given an illustration, sketch, plans, or an existing project to duplicate, the member will construct a woodworking project as required by unit needs. The member will utilize hand, portable, and stationary power tools as necessary to construct, join, and finish a woodworking project. Wood selection, size, use of glass, type of hardware, stain, and sealer will be at the discretion of the Supervisor. The project selected will incorporate the following woodworking fundamentals: edge joining, mitering, ripping, cross cutting, sanding, shaping, the use of adhesives and or fasteners, and staining or sealing. The project will be sound in construction, have an acceptable appearance, and may be free standing or wall mounted. Examples may include but are not limited to display cases, shelving units, or cabinets. The member will review the MSDS applicable to selected stains and sealers prior to their use.</p> <p><b>*4.B.04 Repair</b> an interior door IAW Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, Carpentry and Building Construction, and Manufacturer's Technical Instructions.</p> <p><b>SupGuide:</b> Member will perform repairs to residential interior doors utilizing necessary hand and portable power tools. Repairs will include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Sticking or rubbing along one or more edges.</li> <li>• Door does not clear flooring.</li> <li>• Door springs open.</li> <li>• Latches/locksets/closures need adjusting or replacement.</li> </ul> <p>Upon completion of repairs the door and hardware shall operate smoothly, as intended by design and have an acceptable appearance.</p>		
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RATING: DAMAGE CONTROLMAN	INIT	DATE
<p><b>*5.B.01 Install</b> an interior door IAW Carpentry and Building Construction and Manufacturer's Technical Instructions.</p> <p><b>SupGuide:</b> Member will install a residential interior door. Installation will include but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• Cutting and installing the doorframe and trim.</li> <li>• Installing hardware (Locksets, hinges, automatic closures).</li> </ul> <p>Upon completion, the door must be level, plumb, open and close smoothly with all hardware operating as designed for intended use. Installation of a shipboard non-tight door or a residential pre-hung door also satisfies this performance qualification.</p> <p><b>*5.B.02 Construct</b> a wall IAW Carpentry and Building Construction.</p> <p><b>SupGuide:</b> Member shall frame a wall utilizing standard wood framing materials. Construction shall include all of the following:</p> <ul style="list-style-type: none"> <li>• Reading blueprints/sketches.</li> <li>• Laying-out and cutting materials to specifications.</li> <li>• Assembling the components of the wall.</li> <li>• Wallboard (install).</li> </ul> <p>Upon completion, the framed wall and components will be level and plumb, of sound construction, and fully functional for designed use.</p> <p><b>*5.B.03 Install</b> trim work IAW Carpentry and Building Construction.</p> <p><b>SupGuide:</b> Member will utilize available tools and equipment to cut and install interior trim components to include but not limited to; baseboards, doors, windows, and crown moldings. Installed trim will be free of gaps, firmly attached, and have acceptable appearance.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	



RATING: DAMAGE CONTROLMAN	INIT	DATE
<p><b>*6.B.01 Install</b> asphalt shingles IAW Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, Carpentry and Building Construction, Occupational Safety and Health Standards 29 CFR Part 1910 and Manufacturer's Technical Instructions</p> <p><b>SupGuide:</b> Member will demonstrate the ability to evaluate the condition of an existing roof, determine the extent of any damage and perform repairs by one of the following methods:</p> <ul style="list-style-type: none"> <li>• Replace damaged shingles.</li> <li>• Overlay existing roof with additional shingles.</li> <li>• Remove and replace all existing shingles.</li> </ul> <p>Member will adhere to all safety precautions and personal protective equipment associated with roofing projects, in particular the use of ladders, scaffolding, and roof jacks.</p> <p>The installation of asphalt shingles for new roof construction satisfies the intent of this performance qualification.</p> <p><b>*6.B.02 Prepare</b> a detailed plan for a construction project IAW Carpentry and Building Construction.</p> <p><b>SupGuide:</b> Member will develop detailed plans for a construction project. Plans consist of a scaled drawing with a materials list. Plans will include floor, wall, roof, and stair and handrail details as necessary. Member will incorporate local building codes and acceptable industry practices in the plans. Examples of projects plans can include, but are not limited to: exterior decks, out buildings (sheds, garages, storage).</p> <p><b>C. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) WARFARE DEFENSE</b></p> <p><b>4.C.01 Test</b> for the presence of CBR contaminants IAW Naval Warfare Publication 3-20.31 (series), Naval Ships' Technical Manual, chapters 470 and 070, Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p><b>SupGuide:</b> In a simulated CBR environment the member will set up and operate unit CBR detection equipment to test for the presence of Chemical, Biological, and Radiological contaminants. Member must follow all safety precautions and procedures as outlined in the references, including proper donning of unit CBR personal protective equipment (PPE). Member will demonstrate the procedures for performing gross surveys, detailed monitoring, and proper marking and isolation of contaminated areas in accordance with the above references.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p><b>4.C.02 Perform</b> self-aid and buddy-aid for CBR contamination IAW Naval Warfare Publication 3-20.31 (series), Naval Ships' Technical Manual, chapters 470 and 070, Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p><b>SupGuide:</b> In a simulated CBR environment the member must recognize symptoms associated with exposure to CBR agents. The member will select and administer (<b>SIMULATED</b>) the correct self-aid treatment, which may include the use of Atropine, 2 Pam Chloride, NAPP, and CANA.</p> <p><b>5.C.01 Decontaminate</b> personnel and materiel IAW Naval Warfare Publication 3-20.31 (series), Naval Ships' Technical Manual, chapters 470 and 070, Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p><b>SupGuide:</b> In a simulated CBR environment, the member will set up and process personnel through a Contamination Control Area and Decontamination (CCA/Decon) station. Member will coordinate the procedures for simulated gross and detailed decontamination of unit materiel and equipment as outlined in the above references.</p> <p><b>D. COMPARTMENTATION</b></p> <p><b>4.D.01 Maintain</b> shipboard closures IAW Damage Control PMS Manual, TP2006, Naval Ships' Technical Manual, chapters 600, and 604, NAVSEA Publication S9169-AW-DCB-010 and NAVSEA web sites (see reference material for hyperlinks).</p> <p><b>SupGuide:</b> Member will inspect watertight closures for wear, ease of operation, and seal (chalk test), and make necessary adjustments, repairs, and replacement of components to return closures to operable watertight condition. Typical non-tight shipboard door problems include: sticking or rubbing along one or more edges, sprung open fittings, or latches/locksets/closures needing adjusting or replacement.</p> <p><b>5.D.01 Verify</b> material conditions of readiness IAW Naval Warfare Publication 3-20.31; Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 079, Naval Ships' Technical Manual, chapter 079 vol 2, and unit DC Closure Log.</p> <p><b>SupGuide:</b> Member will ensure the specified material conditions of readiness are properly set inport, during normal underway steaming, and during General Emergency &amp; General Quarters. Member will review the unit's DC Closure Log for proper entries of fittings opened in violation of the prescribed material condition.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

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<p><b>5.D.02 Review</b> Compartment Check-off Lists (CCOL's) IAW the Naval Engineering Manual, COMDTINST M9000.6 (series) chapter 079 and Naval Ships' Technical Manual, chapter 079 vol 2.</p> <p><b>SupGuide:</b> Member will verify unit CCOL's for format, verify compartment numbers, fitting numbers and classifications, the accessibility/location of CCOL. Member will ensure that CCOL's correspond with the unit DC plates and DC book, and submit changes and make corrections as appropriate.</p> <p><b>E. DAMAGE CONTROL</b></p> <p><b>4.E.01 Apply</b> each of the following pipe patches to a low pressure piping system IAW the Naval Ships' Technical Manual, chapter 079 vol 2 and Manufacturer's Technical Instructions.</p> <ul style="list-style-type: none"> <li>• Jubilee patch</li> <li>• Soft patch</li> <li>• Synthoglass</li> </ul> <p><b>SupGuide:</b> Given simulated damage to low pressure piping systems and a pipe patching kit, the member will demonstrate by action the procedures for applying each of the above pipe patches. Member must identify the characteristics, limitations and safety precautions associated with each type of patch.</p> <p><b>4.E.02 Fabricate</b> the following types of shoring IAW Naval Ships' Technical Manual, chapter 079 vol 2.</p> <ul style="list-style-type: none"> <li>• Mechanical</li> <li>• Wood</li> </ul> <p><b>SupGuide:</b> Given simulated damage, a shoring kit and shoring material, the member will layout, cut, and erect each type (I, H &amp; K-type) of shoring as applicable for the imposed damage. Member will demonstrate the use of wedges, shoals, and strongbacks to construct shoring. Member must identify the limitations and characteristics for each type of shoring and the safety associated with erecting shoring.</p>		
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<p><b>4.E.03 Dewater</b> a space using portable pumps/eductors IAW Naval Ships' Technical Manual, chapter 079 vol 2 and Manufacturer's Operating Instructions.</p> <p><b>SupGuide:</b> Member will demonstrate by action the ability to set up and operate portable dewatering pumps and eductors (portable and installed) assigned to their unit. Members will identify the characteristics, limitations, and safe-operating procedures associated with each pump/eductor. At a minimum the member will set up and operate a P-100 and utilize a portable eductor.</p> <p><b>4.E.04 Apply</b> each of the following plugs and patches to underwater hull damage IAW Naval Ships' Technical Manual, chapter 079 vol 2.</p> <ul style="list-style-type: none"> <li>• Box</li> <li>• Plate</li> <li>• Bucket</li> <li>• Plugs &amp; Wedges</li> <li>• Rags, Oakum</li> </ul> <p><b>SupGuide:</b> Given scenarios of simulated underwater hull damage along with a plugging and patching kit, the member will demonstrate by action the ability to make emergency repairs utilizing each of the plugs and patches listed above. Member will identify the characteristics, and limitations with plugging and patching.</p> <p><b>5.E.01 Restore</b> a vital piping system (Firemain) by isolating &amp; bypassing damage IAW Naval Ships' Technical Manual, chapters 555 vol 1 and 079 vol 2.</p> <p><b>SupGuide:</b> Member will demonstrate by action the ability to use DC plates to locate valves and isolate or bypass simulated damage to the minimum extent possible to a firemain system. Member will demonstrate by actions the procedures for rigging a temporary jumper between fire hose stations or by special jumper flanged connections to bypass a damaged section of firemain.</p>		
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<p><b>F. FIREFIGHTING</b></p> <p><b>4.F.01 Combat</b> each of the following classes of fire IAW Naval Ships' Technical Manual, chapters 077, 079 vol 2 and 555 vol 1, Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 555 Firefighting, Naval Warfare Publication 3.20-31, Machinery Space Firefighting Doctrine for Class Bravo Fires, COMDTINST M9555.1 (series), Shipboard- Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series), and unit specific Fire Doctrine.</p> <ul style="list-style-type: none"> <li>• Alpha</li> <li>• Bravo</li> <li>• Charlie</li> <li>• Delta</li> </ul> <p><b>SupGuide:</b> Given simulated class A, B, C and D fires, the member will demonstrate by action the appropriate procedures and use of equipment for combating each class of fire. Member will demonstrate the donning and use of Personal Protective Equipment (PPE, OBA, SCBA, FFG) associated with fire fighting, selection of the appropriate extinguishing agent/s, fixed or portable, (AFFF, CO2, PKP, Halon, water), effective fire fighting techniques (initial action, accessing the space, reporting, advancing on the fire, fire containment, reflash watch). Member will demonstrate how to set and maintain smoke and fire boundaries.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

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<p><b>5.F.01 Perform</b> post fire procedures IAW Naval Ships' Technical Manual, chapters 074 vol 3, 079 vol 2 and 555 vol 1, Naval Engineering Manual, COMDTINST M9000.6 (series), chapters <b>555 Firefighting and 077 Safety</b>, Machinery Space Firefighting Doctrine for Class Bravo Fires, COMDTINST M9555.1 (series), Shipboard- Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series), Naval Warfare Publication 3-20.31, and unit Fire Doctrine.</p> <p><b>SupGuide:</b> Under simulated post fire conditions of a shipboard fire, the member will perform the following post fire procedures for Class A, B, C and D fires as outlined in the above references:</p> <ul style="list-style-type: none"> <li>• <b>Overhaul:</b> Check for all possible areas of fire spread; incorporate the use of thermal imaging equipment to trace hidden fires and hot spots.</li> <li>• <b>Post-Fire Desmoking:</b> Desmoke using natural, portable, or installed ventilation.</li> <li>• <b>Atmospheric Testing:</b> Use unit's atmospheric testing equipment, test for the presence of oxygen, combustibles, and toxins.</li> <li>• <b>Dewatering:</b> Use unit portable and/or installed dewatering equipment to remove firefighting water from the space.</li> </ul> <p><b>6.F.01 Manage</b> the unit fire prevention program IAW (For Afloat Units) Naval Ships' Technical Manual, chapters 074 vol 1, 074 vol 3, 079 vol 2, 555 vol 1 and 670, Naval Warfare Publication 3-20.31, and unit instructions, (For Shore Units) Safety and Environmental Health Manual, COMDTINST M5100.47 (series).</p> <p><b>SupGuide:</b> Member will coordinate unit familiarization training with local fire departments, ensure MOU with fire department is on file and current; perform unit inspections to ensure good housekeeping and proper stowage of Hazmat and Hazwaste. Inspect ready fire fighting equipment (extinguishers and hose stations). Ensure safe hot work procedures are followed and general fire prevention awareness exists throughout the unit.</p>		
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<p><b>G. PLUMBING</b></p> <p><b>*4.G.01 Repair</b> piping systems IAW Naval Ships Technical Manual, chapter 505, Modern Plumbing, and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p><b>SupGuide:</b> Given an actual or simulated damaged/deteriorated section of pipe, the member will remove and replace the affected section of pipe. The member will demonstrate by action the ability to join PVC (solvent weld), steel (thread), and copper (solder) piping. Upon the completion of repairs, the system must operate as designed without leaks and returned to original condition. Demonstration of simulated repairs in a shop setting will satisfy the intent of this performance qualification. The task must include cutting and assembling several sections of piping and fittings to predetermined dimensions using the methods stated above.</p> <p><b>*4.G.02 Repair</b> conventional toilets, urinals, sinks, and shower fixtures IAW Modern Plumbing, and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p><b>SupGuide:</b> Given an actual or simulated malfunctioning fixture, the member will demonstrate by actions the ability to disassemble, inspect, diagnose, and replace worn or damaged components of one or more of the above plumbing fixtures. Upon completion the fixture will operate as designed.</p> <p><b>*4.G.03 Clear</b> (Unclog) drain, waste and vent (DWV) pipes IAW Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, and Manufacturer's Technical Instructions.</p> <p><b>SupGuide:</b> Member will demonstrate by action the operation of drain clearing tools (snake, plunger, water ram, and auger). Member will demonstrate the use of blue prints to determine the location of and access to a clog in a piping system.</p> <p><b>*5.G.01 Install</b> plumbing fixtures IAW Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, and Manufacturer's Technical Instructions.</p> <p><b>SupGuide:</b> Member will install at least one of the following fixtures as applicable at their unit: sink, toilet, urinal, or shower. Member will make connections to supply, drain, waste, and vent piping as required by local codes and acceptable industry practices. Upon completion, the fixtures will be securely installed at the appropriate level, fully functional, and have an acceptable appearance.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p><b>5.G.02 Repair</b> vacuum flush toilets and urinals IAW Manufacturer's Technical Instructions.</p> <p><b>Intent:</b> Member must diagnose symptoms of a malfunctioning vacuum flush assembly, replace/repair defective components and return the fixture to full operation.</p> <p><b>*5.G.03 Install</b> appliances IAW Modern Plumbing, Manufacturer's Technical Instructions, Equipment Tag-Out Procedures, COMDTINST 9077.1 (series) and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p><b>SupGuide:</b> Member will install at least one of the following appliances as applicable to their unit: Garbage disposal, Hot Water Heater (gas or electric), Dishwasher, or Ice Maker. Member will install associated supply, drain, waste, and vent piping and tubing as required. Member will demonstrate by action the appropriate electrical and gas safety procedures associated with installing appliances (Lockout/Tag out).</p> <p><b>*6.G.01 Design</b> the renovation or new installation of a piping system IAW Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, and Naval Ships Technical Manual, chapter 505.</p> <p><b>SupGuide:</b> Given a plumbing renovation or new installation project for a piping system, the member will design an efficient plumbing system that will conserve materials, is easily serviced, and of adequate size for supply and drainage. Member will select the appropriate materials, fittings, and fixtures to ensure system design meets end use requirements. Local codes shall be researched and implemented into the design as required.</p> <p><b>H. WELDING &amp; CUTTING</b></p> <p><b>*4.H.01 Repair</b> a piping system using silver brazing process IAW Modern Plumbing, Naval Ships' Technical Manual, chapters 074 vol 1, 074 vol 3, and 505, Naval Engineering Manual COMDTINST M9000.6 (series), chapters <a href="#">074 Welding</a> &amp; <a href="#">077 Safety</a> and Technical Guide: Practices for Respiratory Protection COMDTINST M6260.2 (series).</p> <p><b>SupGuide:</b> The member will demonstrate by action the ability to silver braze pipe, fittings, and filler metals, determine the correct solders and fluxes required. Member will inspect and set up oxy-fuel equipment associated with silver brazing. Demonstrate the proper use of Personal Protective Equipment (PPE) and associated hot work safety procedures. Simulated repairs in a shop setting will satisfy the intent of this performance qualification. The member must be tasked with cutting and assembling several sections of piping and fittings to predetermined dimensions.</p>		
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<p><b>*4.H.02 Cut</b> mild steel using oxy- fuel equipment for the following tasks IAW Naval Ships' Technical Manual chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection COMDTINST M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), chapters <b>074 Welding and 077 Safety, and Modern Welding.</b></p> <ul style="list-style-type: none"> <li>• Remove Components</li> <li>• Fabrication</li> </ul> <p><b>SupGuide:</b> Member will demonstrate by action the ability to remove existing mild steel components (i.e. brackets, hardware, pad eyes) from decks, bulkheads, or overheads. The member will also demonstrate the skills to cut mild steel (i.e. mild steel plating, channel iron, I-beam, or angle iron) for project fabrication. The member will demonstrate proper equipment set up and selection for various cutting applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with oxy-fuel equipment and cutting.</p> <p><b>*4.H.03 Cut</b> metal using plasma equipment for the following tasks IAW Naval Ships' Technical Manual, chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series) chapters <b>074 Welding and 077 Safety and Modern Welding.</b></p> <ul style="list-style-type: none"> <li>• Remove Components</li> <li>• Fabrication</li> </ul> <p><b>SupGuide:</b> Member will demonstrate the skills with plasma equipment to remove metal components (i.e. brackets, hardware, pad eyes) from decks, bulkheads, or overheads and cut various metals for project fabrication. The member will demonstrate proper equipment set up and site preparations for various cutting applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with plasma cutting.</p>		
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<p><b>*4.H.04 Assemble</b> mild and stainless steel projects using the shielded metal arc-welding (SMAW) process IAW Naval Ships' Technical Manual, chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series) chapters <b>074 Welding</b> and <b>077 Safety and Modern Welding</b>.</p> <p><b>SupGuide:</b> Member will demonstrate by action the ability to weld (join) mild and stainless steel in all four positions (flat, horizontal, vertical, and overhead). The member will demonstrate proper equipment set up and site preparations for various SMAW applications, correct filler metal selection, equipment maintenance, safe hot work procedures, and personal protective equipment associated with SMAW equipment.</p> <p>Projects may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• New fabrication (i.e.: brackets, shelving/storage units)</li> <li>• Minor structural repairs</li> <li>• Hull repairs above waterline</li> <li>• Handrail and stanchion replacements/fabrication</li> <li>• Stainless steel shoulder pins (water tight door)</li> </ul> <p>Welding horizontal pipe that is not rotated satisfies flat, vertical, and overhead positions.</p> <p><b>*5.H.01 Inspect</b> welds using non-destructive testing (NDT) methods IAW Naval Ships' Technical Manual, chapters 074 vol 1, 074 vol 2, and 074 vol 3; and Modern Welding.</p> <p><b>SupGuide:</b> Member shall perform one or more of the listed NDT methods as applicable with unit resources.</p> <ul style="list-style-type: none"> <li>• Visual Inspection</li> <li>• Penetrate Testing</li> <li>• Magnetic Particle</li> </ul> <p>Upon completion, member shall identify weld defects, causes, and recommend corrective actions to eliminate weld defects.</p>		
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<p><b>*6.H.01 Fabricate</b> stainless steel projects using the gas tungsten arc-welding (GTAW) process IAW Naval Ships' Technical Manual, chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series) chapters <a href="#">074 Welding</a> and <a href="#">077 Safety</a> and Modern Welding.</p> <p><b>SupGuide:</b> Member will demonstrate by action the ability to use the GTAW process to weld (join) stainless steel in all four positions (flat, horizontal, vertical, and overhead) for project fabrication. The member will demonstrate proper equipment set up and site preparations for stainless steel GTAW applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with the GTAW process.</p> <p><b>*6.H.02 Fabricate</b> mild steel projects using the gas metal arc-welding (GMAW) process IAW Naval Ships' Technical Manual, chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series) chapters <a href="#">074 Welding</a> and <a href="#">077 Safety</a> and Modern Welding.</p> <p><b>SupGuide:</b> Member will demonstrate by action the ability to use the GMAW process to weld (join) mild steel in all four positions (flat, horizontal, vertical, and overhead), for project fabrication. The member will demonstrate proper equipment set up and site preparations for mild steel GMAW applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with the GMAW process.</p> <p>Welding horizontal pipe that is not rotated incorporates flat, vertical, and overhead positions.</p> <p><b>*6.H.03 Replace</b> mild steel watertight fittings using shielded metal arc welding (SMAW) IAW Naval Ships' Technical Manual Chapter 074 Vol 1 and 3, Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Modern Welding, and NAVSEA Websites (see reference material for hyperlinks).</p> <p><b>SupGuide:</b> Member shall remove existing fitting, prepare surface area, and install new fitting using the SMAW process. Fitting to be replaced may be a WT door, hatch, or scuttle. Site preparation shall involve surface area to be welded, hot work procedures and personnel protection. Upon completion, fitting should pass necessary non-destructive test and operate smoothly.</p>		
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<p><b>GLOSSARY</b></p> <p><b>APPLY:</b> To put on.</p> <p><b>CLEAR:</b> To free from obstruction (Open).</p> <p><b>COMBAT:</b> to strive to reduce or eliminate.</p> <p><b>CONSTRUCT:</b> To assemble (welding, plumbing, or carpentry) materials and components of a project.</p> <p><b>CUT:</b> To divide material to a determined size or shape for use in repairs or construction or to remove material from a structure.</p> <p><b>DECONTAMINATE:</b> To remove or neutralize CBR contamination.</p> <p><b>DESIGN:</b> To plan by making preliminary sketch, outline, or drawing.</p> <p><b>DEWATER:</b> To remove water from a shipboard compartment.</p> <p><b>EXTINGUISH:</b> To put out.</p> <p><b>FABRICATE:</b> To design, layout, cut, and assemble a repair or construction of a project.</p> <p><b>INSPECT:</b> Examine, test, measure, or evaluate spaces or equipment for installation, operation, and performance in accordance with established industry standards, specifications, drawings, technical manuals, directives, policies, or other requirements.</p> <p><b>INSTALL:</b> To place a new component in position for service or use. (i.e. windows, doors, floorings, roof coverings, plumbing fixtures, and appliances.)</p> <p><b>MAINTAIN:</b> To preserve, fix, or keep in good repair and working order.</p> <p><b>MANAGE:</b> To handle or direct with a degree of skill or specialized knowledge. To exercise executive, administrative, and supervisory direction.</p> <p><b>PPE:</b> Personal Protective Equipment</p>		
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<p><b>PERFORM:</b> To begin and carry out through completion.</p> <p><b>REPAIR:</b> To restore to serviceable condition.</p> <p><b>REPLACE:</b> To remove an existing item and substitute with a new or workable item.</p> <p><b>RESTORE:</b> To put back into use, service, or return to original condition.</p> <p><b>REVIEW:</b> To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p><b>SCHEDULE:</b> To develop a plan, based on time, for allocating resources, people and equipment, and scheduling deadline to accomplish assigned tasks.</p> <p><b>SUBMIT:</b> To prepare a report or form following a defined process and forwarding to the prescribed authority.</p> <p><b>TEST:</b> To check for the presence, type, and location of contaminants.</p> <p><b>VERIFY:</b> To confirm or establish the accuracy of.</p>		
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<p><b>REFERENCE MATERIAL (hyperlink provided where available)</b></p> <p>Carpentry and Building Construction – Glencoe/McGraw-Hill, Phone 1-800-334-7344 or 972-224-1111</p> <p>Civil Engineering Manual, COMDINST <a href="#">M11000.11</a> (series)</p> <p><a href="#">CMPlus</a> User Manual</p> <p>Damage Control PMS Manual, TP2006 (series)</p> <p>DC Closure Log</p> <p>Equipment Tag-Out Procedures, COMDTINST <a href="#">9077.1</a> (series)</p> <p>Machinery Space Firefighting Doctrine for Class Bravo Fires, COMDTINST <a href="#">M9555.1</a> (series)</p> <p>Maintenance Assessment Guide for Coast Guard Housing, COMDTPUB 11101.21</p> <p>Manufacturer's Technical Instructions</p> <p><a href="#">MLC (KSE) Safety and Environmental Shore Station Checklist</a></p> <p>MLC LANT/PAC Instructions</p> <p>MLC Specifications (<a href="#">LANT SPECS</a>, <a href="#">PAC SPECS</a> go to "Platform Support")</p> <p>MLC Standard Operating Procedures (<a href="#">MLCLANT SOP</a>, <a href="#">MLCPAC SOP</a>)</p> <p>Modern Plumbing - Goodheart-Wilcox Co., phone 1-800-323-0440 or 708-687-5000</p> <p>Modern Welding – Goodheart-Wilcox Co., phone 1-800-323-0440 or 708-687-5000</p> <p>Naval Engineering Manual, COMDTINST <a href="#">M9000.6</a> (series)</p> <p>Naval Ships' Technical Manual, chapters <a href="#">070</a>, <a href="#">074 vol 1</a>, <a href="#">074 vol 2</a>, <a href="#">074 vol 3</a>, <a href="#">077</a>, <a href="#">079 vol 2</a>, <a href="#">470</a>, <a href="#">505</a>, <a href="#">555 vol 1</a>, <a href="#">600</a>, <a href="#">604</a>, and <a href="#">670</a></p>		
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<p>Naval Warfare Publication 3-20.31 (series)</p> <p>NAVSEA web sites concerning watertight enclosures at:  <a href="http://www.navsea.navy.mil/sea05z7">http://www.navsea.navy.mil/sea05z7</a> &amp;  <a href="http://www.navsea.navy.mil/03w/doorswi1.pdf">http://www.navsea.navy.mil/03w/doorswi1.pdf</a></p> <p>NAVSEA Publication <a href="#">S9169-AW-DCB-010</a></p> <p>Occupational Safety and Health Standards 29 CFR Part <a href="#">1910</a></p> <p>Organization and Operating Procedures Manual, Naval Engineering Division, Maintenance &amp; Logistic Command Pacific, <a href="#">MLCPACINST M9000.6 (series)</a>. Go to "SOPs" for MLC Instructions.</p> <p>Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, ISBN 0-89577-378-3</p> <p>Safety and Environmental Health Manual, COMDTINST <a href="#">M5100.47</a> (series)</p> <p>Shipboard- Helicopter Operational Procedures Manual, COMDTINST <a href="#">M3710.2</a> (series)</p> <p>Technical Guide: Practices for Respiratory Protection,  <a href="#">COMDTINST 6260.2(series)</a></p> <p>Unit CBR Bill</p> <p>Unit Specific PMS</p> <p>Unit Fire Doctrine.</p> <p>Unit Specific Equipment Maintenance Requirements.</p> <p>The use of the Internet to research building, plumbing, and welding codes is highly encouraged. There are numerous web sites that provide guidance for acceptable building, construction, plumbing, and welding industry practices.</p> <p>Additional information for Damage Controlman and their supervisors can be found on the following websites:</p> <p>MCPOCG's Website accessible at  <a href="http://www.uscg.mil/hq/mcpocg/default.htm">http://www.uscg.mil/hq/mcpocg/default.htm</a></p> <p>MLCLANT/PAC, your servicing CEU, Afloat Training Groups, and Area Training Teams are also excellent sources of information for Damage Control related information.</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS**  
**FS**

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material is made available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

**RATING**

FOOD SERVICE SPECIALIST (Effective for the MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

**ABBREVIATION**

FS

**DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL**

**E-4**

**E-5**

**E-6**

**E-7**

**E-8**

**E-9**

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RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p><b>A. FOOD PREPARATION</b></p> <p><b>SupGuide:</b> For each of the tasks listed in this section, the member will safely operate the required equipment including: energizing, controlling, securing, cleaning, and sanitizing.</p> <p><b>4.A.01 Perform</b> the three types of recipe adjustments IAW Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p><b>4.A.02</b> Using the proper knife, <b>perform</b> the following cutting technique on two different food items IAW Professional Cooking by Wayne Gisslen:</p> <ul style="list-style-type: none"> <li>• Dice</li> <li>• Mince</li> <li>• Chop</li> <li>• Slice</li> </ul> <p><b>SupGuide:</b> Member will be required to display two proper techniques using the right knife for each.</p> <p><b>4.A.03</b> Progressively <b>Cook</b> two items from an approved weekly menu IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p><b>4.A.04 Prepare</b> brewed coffee, drink mix, and brewed iced tea IAW Professional Cooking by Wayne Gisslen, Armed Forces Recipe Service (AFRS), NAVSUP Publication 7 and Product Instructions.</p> <p><b>4.A.05 Prepare</b> at least one of the following meats using dry heat cooking method. IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:</p> <ul style="list-style-type: none"> <li>• Poultry</li> <li>• Beef</li> <li>• Pork</li> <li>• Seafood</li> </ul> <p><b>SupGuide:</b> Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p>		
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<p><b>4.A.06 Prepare</b> at least one of the following meats using moist heat cooking method IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:</p> <ul style="list-style-type: none"> <li>• Poultry</li> <li>• Beef</li> <li>• Pork</li> <li>• Seafood</li> </ul> <p><b>SupGuide:</b> Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p> <p><b>4.A.07 Prepare</b> at least one of the following meats with the dry heat using fat/frying cooking method IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> <li>• Poultry</li> <li>• Beef</li> <li>• Pork</li> <li>• Seafood</li> </ul> <p><b>SupGuide:</b> Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p> <p><b>4.A.08 Prepare</b> the following sauces IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> <li>• Brown sauce</li> <li>• White sauce</li> <li>• Tomato sauce</li> </ul> <p><b>4.A.09 Prepare</b> the following cold sauces IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> <li>• Tartar sauce</li> <li>• Cocktail sauce</li> </ul> <p><b>4.A.10 Prepare</b> a clear/light soup IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p>		
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<p><b>4.A.11 Prepare</b> a heavy/thick soup IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p><b>4.A.12 Hand Carve</b> the following cooked meats IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> <li>• Whole turkey</li> <li>• Roast beef or pork</li> </ul> <p><b>4.A.13 Prepare</b> the following eggs cooked to order IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> <li>• Over easy</li> <li>• Over medium</li> <li>• Over hard</li> <li>• Scrambled</li> <li>• Omelet</li> </ul> <p><b>4.A.14 Prepare</b> the following simmered egg products IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> <li>• Poached</li> <li>• Soft cooked/boiled</li> <li>• Hard cooked/boiled</li> </ul> <p><b>4.A.15 Wash</b> fresh fruits and vegetables for consumption IAW Professional Cooking by Wayne Gisslen and the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>4.A.16 Prepare</b> at least one uncooked salad IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p><b>4.A.17 Prepare</b> at least one cooked salad IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p>		
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<p><b>4.A.18 Prepare</b> a fresh and frozen vegetable product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p><b>4.A.19 Prepare</b> at least one rice product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p><b>4.A.20 Prepare</b> at least one pasta product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p><b>4.A.21 Prepare</b> potato products utilizing the following cooking methods IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> <li>• Baked</li> <li>• Boiled/Simmered</li> <li>• Dry heat using fat/frying</li> </ul> <p><b>4.A.22 Prepare</b> the following from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> <li>• One-crust pie.</li> <li>• Two-crust pie</li> </ul> <p><b>4.A.23 Prepare</b> a frosted sheet cake IAW Professional Cooking by Wayne Gisslen, Armed Forces Recipe Service (AFRS), NAVSUP Publication 7 and Product Instruction.</p> <p><b>SupGuide:</b> Member will be required to bake a sheet cake, prepare from raw ingredients a butter cream frosting/icing, and frost the cake.</p>		
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RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p><b>4.A.24 Prepare</b> at least three of the following types of cookies from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> <li>• Bars</li> <li>• Ice Box/Refrigerated</li> <li>• Rolled</li> <li>• Dropped</li> <li>• Sheet</li> </ul> <p><b>4.A.25 Prepare</b> the following yeast-raised products from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> <li>• Soft Rolls</li> <li>• Sweet Roll Dough</li> </ul> <p><b>4.A.26 Prepare</b> the following cooked cereals IAW product instructions.</p> <ul style="list-style-type: none"> <li>• Oatmeal</li> <li>• Grits</li> <li>• Cream of Wheat</li> </ul> <p><b>SupGuide:</b> Be sure that member DOES NOT use instant products.</p> <p><b>4.A.27 Prepare</b> the following quick bread products from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> <li>• Pancakes</li> <li>• Muffins</li> <li>• Biscuits</li> </ul> <p><b>5.A.01 Prepare</b> the following yeast-raised products from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> <li>• White Pan Bread</li> <li>• French Bread</li> <li>• Danish Pastry</li> <li>• Croissants</li> </ul>		
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<p><b>5.A.02 Prepare</b> the following desserts from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> <li>• Baked Custard</li> <li>• Bavarian Cream</li> <li>• Chocolate Mousse</li> <li>• Foam/Sponge Cake</li> </ul> <p><b>5.A.03 Draft</b> a two-week cycle menu for approval IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p><b>SupGuide:</b> Completion of this task will include menu costing.</p> <p><b>5.A.04 Draft</b> a load guide for a two-week deployment using an approved two-week cycle menu IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p><b>SupGuide:</b> Drafting of a load guide for a six-week deployment also meets all the requirements for this EPQ. The following link can be accessed for assistance: <a href="http://www.uscg.mil/hq/tcpet/tpf/fssms/fs2-course.htm">http://www.uscg.mil/hq/tcpet/tpf/fssms/fs2-course.htm</a>.</p> <p><b>5.A.05 Draft</b> a workflow plan for a specialty meal (i.e. Holiday, Special event) IAW Professional Cooking by Wayne Gisslen and any supervisor approved recipe book.</p> <p><b>5.A.06 Modify</b> a currently used recipe following the basic principles of nutrition IAW Coast Guard Food Service Manual, COMDTINST 4061.5 (series), Food Service Management General Messes, NAVSUP Publication 486, Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series) and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p><b>6.A.01 Draft</b> a six-week cycle menu for approval IAW Coast Guard Food Service Manual, COMDTINST 4061.5 (series).</p> <p><b>SupGuide:</b> Completion of this task will include menu costing.</p>		
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<p><b>B. UTENSILS AND EQUIPMENT</b></p> <p><b>4.B.01 Maintain</b> safe serving temperatures utilizing the following IAW Professional Cooking by Wayne Gisslen and the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <ul style="list-style-type: none"> <li>• Warming Table</li> <li>• Chilled Salad Bar</li> <li>• Ice Bar</li> </ul> <p><b>SupGuide:</b> Ensure that member continues to monitor equipment for safe serving temperatures throughout serving period.</p> <p><b>4.B.02 Maintain</b> by hand the following knives using a sharpening stone and steel IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> <li>• Chef's knife</li> <li>• Boning knife</li> <li>• Paring knife</li> </ul> <p><b>C. SAFETY AND SANITATION</b></p> <p><b>4.C.01 Store</b> leftover food IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>4.C.02 Clean/Sanitize</b> all food and non-food contact surfaces within food service spaces IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>SupGuide:</b> Ensure trashcans are included while performing this task.</p> <p><b>4.C.03 Wash</b> dishes utilizing a dishwashing machine IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>SupGuide:</b> The member will assemble operate, descale, and disassemble the dishwashing machine.</p> <p><b>4.C.04 Wash</b> dishes utilizing manual dishwashing procedures IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p>		
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<p><b>4.C.05 Clean/Sanitize</b> ice machines IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>4.C.06 Clean/Sanitize</b> reefers/freezers IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>5.C.01</b> Upon arrival of authorized food items, <b>Inspect</b> to ensure compliance with specifications IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>5.C.02 Inspect</b> all food handlers for compliance to hygiene and uniform standards IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>D. PROCUREMENT</b></p> <p><b>5.D.01 Prepare</b> a procurement request, DOT F 4200.1, for supplies and services from commercial sources IAW U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series).</p> <p><b>5.D.02 Procure</b> food items using one of the following methods IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <ul style="list-style-type: none"> <li>• IMPAC credit card</li> <li>• Prime Vendor</li> <li>• Blanket Purchase Agreement</li> </ul> <p><b>SupGuide:</b> Ensure member constructs accounting line data while performing this task.</p> <p><b>E. RECEIPT AND STORAGE</b></p> <p><b>5.E.01 Verify</b> a received food purchase receipt for accuracy IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p><b>SupGuide:</b> Member will ensure listed quantities are correct.</p> <p><b>5.E.02 Store</b> received food items IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>SupGuide:</b> Ensure that member rotates stock utilizing First In, First Out (FIFO) rule.</p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>EMPLID NUMBER</b>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p><b>F. TRAINING</b></p> <p><b>6.F.01 Deliver</b> a presentation to Food Service personnel on the basic principles of nutrition IAW Professional Cooking by Wayne Gisslen and Weight Management Self-Help Guide, COMDTPUB 6200.3 (series).</p> <p><b>7.F.01</b> Using the following documents <b>Train</b> subordinates in management procedures necessary to complete an end of month report IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> <li>• CG 3123 Ration Memorandum</li> <li>• CG 3471 Daily Ration Cost Record</li> <li>• CG 3469 Provision Inventory Control Record</li> <li>• CG 4246 or NAVSUP 766 Provision Ledger</li> <li>• CG 3476 Individual Credit Account</li> <li>• CG 4261 Provision Inventory Report</li> <li>• CG 5269 Report of Survey</li> <li>• CG 3114 Adjustment Form</li> <li>• CG 2576 CG Dining Facility Operating Statement</li> <li>• Call Record Sheet</li> <li>• CG 4901 Meal Sign-In Sheet</li> <li>• Transmittal Letter</li> <li>• Cash Log</li> <li>• DD 1149 Requisition and Invoice/Shipping Document</li> <li>• Current BDFA message</li> <li>• Collection Acknowledgement receipts</li> </ul> <p><b>7.F.02 Deliver</b> a presentation for Coast Guard Dining Facility patrons on healthy eating habits to include daily caloric, and nutrient intake IAW Professional Cooking by Wayne Gisslen and Weight Management Self-Help Guide, COMDTPUB P6200.3.</p> <p><b>G. PAPERWORK AND INVENTORY MANAGEMENT</b></p> <p><b>5.G.01 Prepare</b> an end of month "Physical Inventory" IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p><b>SupGuide:</b> Ensure that member uses Provision Inventory Report CG-4261.</p>		
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<p><b>5.G.02 Handle</b> monetary funds IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) to include the following.</p> <ul style="list-style-type: none"> <li>• Collection</li> <li>• Accountability</li> <li>• Security</li> <li>• Transmittal</li> </ul> <p><b>5.G.03 Complete</b> a CG 2581 IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) for each of the following tasks.</p> <ul style="list-style-type: none"> <li>• Issues to Mess</li> <li>• Sale of Stores</li> <li>• Transfer of Stores</li> <li>• Sale of Meals</li> </ul> <p><b>5.G.04 Complete</b> the following documents for an end of month report using the Purchases Vs. Allowance Inventory Control System IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> <li>• CG 3123 Daily/Summary Ration Memorandum</li> <li>• CG 3471 Daily Ration Cost Record</li> <li>• CG 3476 Individual Credit Account</li> <li>• CG 4261 Provision Inventory Report</li> <li>• CG 5269 Report of Survey</li> <li>• CG 2576 CG Dining Facility Operating Statement</li> <li>• Call Record Sheet</li> <li>• CG 4901 Meal Sign-In Sheet</li> <li>• Transmittal Letter</li> <li>• Cash Log</li> <li>• DD 1149 Requisition and Invoice/Shipping Document</li> </ul> <p><b>SupGuide:</b> Supervisor will provide data/information to complete report.</p> <p><b>5.G.05 Reconcile</b> credit card monthly statement IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) and U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series).</p>		
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<p><b>5.G.06 Prepare</b> the documentation needed for formal and informal relief of the Food Service Officer (FSO) IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p><b>6.G.01 Complete</b> the following documents for an end of month report using the Perpetual Inventory Control System IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> <li>• CG 2581 Issues/Sales Slip</li> <li>• CG 3123 Daily/Summary Ration Memorandum</li> <li>• CG 3471 Daily Ration Cost Record</li> <li>• CG 3469 Provision Inventory Control Record</li> <li>• CG4246 or NAVSUP 766 Provision Ledger Card</li> <li>• CG 3476 Individual Credit Account</li> <li>• CG 4261 Provision Inventory Report</li> <li>• CG 5269 Report of Survey</li> <li>• CG 3114 Inventory Adjustment Form</li> <li>• CG 2576 CG Dining Facility Operating Statement</li> <li>• Call Record Sheet</li> <li>• CG 4901 Meal Sign-In Sheet</li> <li>• Transmittal Letter</li> <li>• Cash Log</li> <li>• DD 1149 Requisition and Invoice/Shipping Document</li> </ul> <p><b>SupGuide:</b> Supervisor will provide data/information to complete report.</p>		
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<p><b>GLOSSARY</b></p> <p><b>Bake</b> – To cook (as food) by dry heat especially in an oven; to dry or harden by subjecting heat.</p> <p><b>Carve</b> – To cut with care or precision; to cut into pieces or slices; to cut up and serve meat; to cut a solid material as so to form something.</p> <p><b>Clean/Sanitize</b> – Remove all visible impurities, then eliminate or reduce contaminants to an acceptable level.</p> <p><b>Complete</b> - Follow a process or procedure from initial identification to submission of any required reports or forms; provide with lacking parts or information.</p> <p><b>Cook</b> – To prepare food for eating by means of heat or other cooking methods.</p> <p><b>Deliver</b> - To present to an intended target or destination</p> <p><b>Draft</b> - To draw the preliminary sketch, version, or plan of; a composition; submitted for approval.</p> <p><b>Handle</b> – A means of understanding or controlling an item or items.</p> <p><b>Inspect</b> – Examine officially, look at carefully.</p> <p><b>Maintain</b> – preserve, fix, or keep in good repair; hold or keep in a state or condition.</p> <p><b>Modify</b> - To make minor changes in/to; alter or change somewhat the form or qualities of.</p> <p><b>Operate</b> - To perform a function. "Operate" is to turn on, control, and turn off a piece of equipment.</p> <p><b>Perform</b> – Carry out an action or pattern of behavior; To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p><b>Prepare</b> - To combine elements and produce a product. Example: Prepare a meal. 3. To put together, make ready, put into a state of use.</p>		
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<p><b>Procure</b> - To purchase a required item through an authorized process</p> <p><b>Store</b> - To stock or deposit. Note: Store implies protecting from deterioration or pilferage.</p> <p><b>Verify</b> - To determine the accuracy of recorded information by comparing to physical evidence</p> <p><b>Wash</b> – Clean by the action of a liquid, especially water; the act or process or instance of washing or being washed.</p> <p><b>REFERENCE MATERIAL (hyperlink provided where available)</b></p> <p>Armed Forces Recipe Service (AFRS), <a href="#">NAVSUP Publication 7</a></p> <p>Coast Guard Food Service Manual, <a href="#">COMDTINST M4061.5</a> (series)</p> <p>Coast Guard Health Promotion Manual, <a href="#">COMDTINST M6200.1</a> (series)</p> <p>U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series) <a href="#">FINCEN SOP</a></p> <p>Food Service Management General Messes, <a href="#">NAVSUP Publication 486</a></p> <p>Food Service Sanitation Manual, <a href="#">COMDTINST M6240.4</a> (series)</p> <p>Professional Cooking by Wayne Gisslen</p> <p>Weight Management Self-Help Guide, <a href="#">COMDTPUB P6200.1</a></p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS**  
**HS**

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material is made available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab. The Health & Safety Directorate (G-WK) Publications & Directives Branch website is a valuable resource available at <http://www.uscg.mil/hq/g-w/g-wk/wkh/pubs/index.htm>

**SupGuide:** Due to the nature of the performance qualifications required of the Health Services Technician rating, performance of the tasks in this section will be completed under actual conditions when possible, but may be completed under "as accurate as possible" simulated conditions.

**RATING**

HEALTH SERVICES TECHNICIAN (Effective for the MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

**ABBREVIATION**

HS

**DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL**

**E-4**

**E-5**

**E-6**

**E-7**

**E-8**

**E-9**

**NAME** (Last, First, Middle Initial)

**EMPLID NUMBER**

**SIGNATURE OF SUPERVISOR**

[illegible]

REMARKS



RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p><b>A. EMERGENCY INTERVENTIONS</b></p> <p><b>4.A.01 Resuscitate</b> patient utilizing Automatic External Defibrillator (AED) IAW American Heart Association (AHA) Guidelines.</p> <p><b>4.A.02 Perform</b> rapid and focused trauma assessment on a patient IAW Brady's Emergency Care (current edition).</p> <p><b>SupGuide:</b> To include completion of checklist for trauma assessment.</p> <p><b>4.A.03 Perform</b> rapid and focused medical assessment on a patient IAW Brady's Emergency Care (current edition).</p> <p><b>SupGuide:</b> To include completion of checklist for medical assessment.</p> <p><b>4.A.04 Treat</b> a patient for shock IAW Brady's Emergency Care (current edition).</p> <p><b>4.A.05 Perform</b> spinal and extremity immobilization procedures on a patient IAW Brady's Emergency Care (current edition).</p> <p><b>4.A.06 Treat</b> a patient for secondary injury and wound procedures IAW Brady's Emergency Care (current edition).</p> <p><b>4.A.07 Prepare</b> patient for transport IAW Brady's Emergency Care (current edition) and Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>SupGuide:</b> To include completion of Emergency Medical Treatment Report (MEDEVAC), CG-5214.</p> <p><b>4.A.08 Treat</b> a patient for bites/stings IAW Brady's Emergency Care (current edition).</p> <p><b>4.A.09 Treat</b> a patient for burns IAW Brady's Emergency Care (current edition).</p> <p><b>4.A.10 Treat</b> a patient for eye injury IAW Brady's Emergency Care (current edition).</p> <p><b>4.A.11 Treat</b> a patient for anaphylaxis IAW Brady's Emergency Care (current edition).</p>		
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<p><b>4.A.12 Treat</b> a patient for angina pectoris and acute myocardial infarction IAW Brady's Emergency Care (current edition).</p> <p><b>4.A.13 Administer</b> intravenous therapy IAW Mosby's EMT-Intermediate (current edition).</p> <p><b>SupGuide:</b> To include selecting, initiating, maintaining, and discontinuing intravenous therapy. Also to include administering medications as directed via intravenous bolus method.</p> <p><b>4.A.14 Treat</b> patients for the following environmental emergencies IAW Brady's Emergency Care (current edition).</p> <ul style="list-style-type: none"> <li>• Frostbite</li> <li>• Hypothermia</li> <li>• Heat Exhaustion</li> <li>• Heat Stroke</li> <li>• Heat Cramps</li> <li>• Water related</li> </ul> <p><b>4.A.15 Treat</b> patients for the following IAW Brady's Emergency Care (current edition).</p> <ul style="list-style-type: none"> <li>• Hyperglycemia</li> <li>• Hypoglycemia</li> </ul> <p><b>4.A.16 Treat</b> a patient with acute respiratory distress to include the following IAW Brady's Emergency Care (current edition).</p> <ul style="list-style-type: none"> <li>• Asthma</li> <li>• Chronic Obstructive Pulmonary Disease (COPD)</li> <li>• Pneumonia</li> <li>• Chest Trauma</li> </ul> <p><b>5.A.01 Manage</b> a patient for shock IAW Brady's Paramedic Emergency Care (current edition).</p> <p><b>5.A.02 Manage</b> a patient for secondary injury and wound procedures IAW Mosby's EMT-Intermediate (current edition).</p>		
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<p><b>5.A.03 Manage</b> a patient for bites/stings IAW Mosby's EMT-Intermediate (current edition).</p> <p><b>5.A.04 Manage</b> a patient for burns IAW Mosby's EMT-Intermediate (current edition).</p> <p><b>5.A.05 Manage</b> a patient for eye injury IAW Mosby's EMT-Intermediate (current edition).</p> <p><b>5.A.06 Manage</b> a patient for anaphylaxis IAW Mosby's EMT-Intermediate (current edition).</p> <p><b>5.A.07 Manage</b> a patient for poisoning/medication overdose IAW Mosby's EMT-Intermediate (current edition).</p> <p><b>5.A.08 Assess</b> a patient for the following acute psycho/emotional episode IAW Mosby's EMT-Intermediate (current edition).</p> <ul style="list-style-type: none"> <li>• Depression</li> <li>• Anxiety Disorder</li> <li>• Suicide Attempt</li> <li>• Suicide Ideation</li> </ul> <p><b>5.A.09 Manage</b> a patient for the following IAW Mosby's EMT-Intermediate (current edition).</p> <ul style="list-style-type: none"> <li>• Hyperglycemia</li> <li>• Hypoglycemia</li> </ul> <p><b>5.A.10 Provide</b> emergency treatment for seizures, including status epilepticus IAW Mosby's EMT-Intermediate (current edition).</p> <p><b>5.A.11 Manage</b> a patient with suicidal ideation or a suicide attempt IAW Suicide Prevention, COMDTINST 1734.1 (series).</p> <p><b>5.A.12 Manage</b> a patient with acute respiratory distress to include the following IAW Mosby's EMT-Intermediate (current edition).</p> <ul style="list-style-type: none"> <li>• Asthma</li> <li>• Chronic Obstructive Pulmonary Disease (COPD)</li> <li>• Pneumonia</li> <li>• Chest Trauma</li> </ul>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p><b>B. CLINICAL SICK CALL</b></p> <p><b>4.B.01 Obtain</b> vital signs for patients IAW Medical Manual, COMDTINST M6000.1 (series) and Clinical Procedures for Medical Assistants.</p> <p><b>4.B.02 Obtain</b> a patient history IAW Mosby's Health and Physical Assessments (current edition) and Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>4.B.03 Perform</b> physical examinations on patients IAW Mosby's Health and Physical Assessments (current edition),</p> <p><b>4.B.04 Document</b> a patient encounter using SOAP (Subjective, Objective, Assessment, Plan) IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>4.B.05 Establish</b> a differential diagnosis for a patient presenting with skin conditions IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Urticaria</li> <li>• Tinea (t. corporis, t. cruris, t. pedis, t. versicolor)</li> <li>• Contact allergic dermatitis</li> <li>• Contact irritant dermatitis</li> <li>• Atopic dermatitis/Eczema</li> <li>• Chickenpox (Varicella)</li> <li>• Acne</li> <li>• Wart (verruca vulgaris or plantaris)</li> <li>• Measles (Rubeola)</li> <li>• Shingles (Herpes Zoster)</li> <li>• Drug eruption (medicamentosa)</li> <li>• Small Pox</li> <li>• Anthrax</li> </ul>		
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<p><b>4.B.06 Establish</b> a differential diagnosis for a patient presenting with sore throat IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Viral pharyngitis</li> <li>• Streptococcal pharyngitis</li> <li>• Tonsillitis</li> </ul> <p><b>4.B.07 Establish</b> a differential diagnosis for a patient presenting with neck pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Meningitis</li> <li>• Musculo-skeletal strain</li> </ul> <p><b>4.B.08 Establish</b> a differential diagnosis for a patient presenting with cough, shortness of breath, and difficulty breathing IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Asthma</li> <li>• Acute bronchitis</li> <li>• Upper Respiratory Infection</li> <li>• Pneumonia, viral etiology</li> <li>• Pneumonia, bacterial etiology</li> <li>• Anaphylaxis</li> <li>• Pulmonary Embolism</li> <li>• Upper airway obstruction</li> <li>• Tuberculosis</li> </ul>		
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<p><b>4.B.09 Establish</b> a differential diagnosis for a patient presenting with eye pain, red eye, foreign body in eye, and acute altered vision IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Infectious conjunctivitis</li> <li>• Allergic conjunctivitis</li> <li>• Hordeolum</li> <li>• Blepharitis</li> <li>• Corneal abrasion</li> <li>• Subconjunctival hemorrhage</li> </ul> <p><b>4.B.10 Establish</b> a differential diagnosis for a patient presenting with a bloody nose (epistaxis) IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Hypertension</li> <li>• Digital manipulation</li> <li>• Foreign object</li> <li>• Sinus infection</li> <li>• Nasal mucosa inflammation</li> <li>• Nasal mucosa desiccation (Dryness)</li> </ul>		
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<p><b>4.B.11 Establish</b> a differential diagnosis for a patient presenting with “cold-like” (URI) symptoms (symptoms consistent with possible upper respiratory infection/URI) IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Sinusitis</li> <li>• Influenza</li> <li>• Allergic rhinitis</li> </ul> <p><b>4.B.12 Establish</b> a differential diagnosis for a patient presenting with ear pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Otitis Media with Effusion (Serous Otitis Media)</li> <li>• Otitis Media, Acute</li> <li>• Otitis Externa</li> <li>• Perforation</li> <li>• Eustachian Tube Dysfunction</li> <li>• Cerumen impaction</li> </ul> <p><b>4.B.13 Establish</b> a differential diagnosis for a patient presenting with shoulder pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Bursitis, including Subacromial bursitis</li> <li>• Tendinitis, including Bicipital tendonitis</li> </ul>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p><b>4.B.14 Establish</b> a differential diagnosis for a patient presenting with chest pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Gastroesophageal reflux disease (GERD)</li> <li>• Angina pectoris</li> <li>• Acute Myocardial Infarction</li> <li>• Costochondritis</li> <li>• Pleurisy</li> <li>• Respiratory infection</li> </ul> <p><b>4.B.15 Establish</b> a differential diagnosis for a female patient presenting with abdominal/pelvic pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Infectious gastroenteritis</li> <li>• Appendicitis</li> <li>• Normal pregnancy</li> <li>• Ectopic pregnancy</li> <li>• Peptic Ulcer disease</li> <li>• Gastroesophageal reflux disease (GERD)</li> <li>• Urinary tract infection</li> <li>• Dysmenorrhea</li> <li>• Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis)</li> <li>• Sexually transmitted disease (STD)</li> </ul>		
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<p><b>4.B.16 Establish</b> a differential diagnosis for a male patient presenting with abdominal pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Food poisoning, bacterial (infectious gastroenteritis)</li> <li>• Appendicitis</li> <li>• Epididymitis</li> <li>• Prostatitis</li> <li>• Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis)</li> <li>• Peptic ulcer disease</li> <li>• Gastroesophageal reflux disease (GERD)</li> </ul> <p><b>4.B.17 Establish</b> a differential diagnosis for a patient presenting with low back pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Muscular low back pain</li> <li>• Herniated nucleus pulposus (herniated lumbar disk)</li> <li>• Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis)</li> </ul> <p><b>4.B.18 Establish</b> a differential diagnosis for a patient presenting with testicular pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Epididymitis</li> <li>• Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis)</li> <li>• Inguinal Hernia</li> <li>• Testicular Torsion</li> </ul>		
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<p><b>4.B.19 Establish</b> a differential diagnosis for a female patient presenting with painful/bloody urination IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Cystitis</li> <li>• Uncomplicated Urinary Tract Infection (UTI)</li> <li>• Pyelonephritis</li> <li>• Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis)</li> <li>• Vaginitis</li> <li>• Sexually transmitted disease (STD)</li> </ul> <p><b>4.B.20 Establish</b> a differential diagnosis for a male patient presenting with painful/bloody urination IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Uncomplicated Urinary Tract Infection (UTI)</li> <li>• Pyelonephritis</li> <li>• Renal Calculus/colic (a.k.a. passing kidney stone or urolithiasis)</li> <li>• Prostatitis</li> <li>• Sexually transmitted disease (STD)</li> </ul> <p><b>4.B.21 Establish</b> a differential diagnosis for a patient presenting with knee pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Bursitis (i.e., Iliotibial band friction syndrome, Infrapatellar, Prepatellar, Retropatellar)</li> <li>• Shin Splints</li> <li>• Tendinitis (i.e., Patella, Popliteal)</li> </ul>		
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<p><b>4.B.22 Establish</b> a differential diagnosis for a patient presenting with ankle/foot pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Lateral ankle sprain (1st degree)</li> <li>• Lateral ankle sprain (2nd degree)</li> <li>• Lateral ankle sprain (3rd degree)</li> <li>• Shin Splints</li> <li>• Fractures that might accompany ankle sprain (i.e., distal fibular head, medial malleolus/tibial, avulsion type, etc)</li> </ul> <p><b>4.B.23 Establish</b> a differential diagnosis for a patient presenting with elbow pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Olecranon bursitis (including septic etiology)</li> <li>• Tennis Elbow</li> <li>• Carpal tunnel syndrome</li> </ul> <p><b>4.B.24 Establish</b> a differential diagnosis for a patient presenting with wrist pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Carpal tunnel syndrome</li> <li>• Tendinitis</li> </ul>		
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<p><b>4.B.25 Establish</b> a differential diagnosis for a patient presenting with altered mental status IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Intoxication (alcohol, drugs)</li> <li>• Increased Intracranial pressure/intracranial hypertension</li> <li>• Concussion</li> <li>• Central Nervous System (CNS) infection (i.e., meningitis, encephalitis)</li> </ul> <p><b>4.B.26 Establish</b> a differential diagnosis for a patient presenting with dental conditions/emergencies IAW Delmar's Dental Assisting – A Comprehensive Approach (current edition).</p> <p><b>SupGuide:</b> Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Fractured tooth</li> <li>• Lost restoration</li> <li>• Traumatically avulsed tooth</li> <li>• Dry socket (alveolitis)</li> <li>• Abscess</li> <li>• Aphthous ulcer (a.k.a. canker sore or aphthous stomatitis)</li> <li>• Temporomandibular Joint (TMJ) Pain/syndrome</li> </ul> <p><b>4.B.27 Develop</b> a treatment plan for any 12 of the differential diagnosis presented in EPQ 4.B.03 thru 4.B.24 IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition and The Merck Manual (current edition).</p> <p><b>4.B.28 Perform</b> verbal case presentations for patients IAW Mosby's Health and Physical Assessments (current edition) and Medical Manual, COMDTINST M6000.1 (series).</p>		
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<p><b>4.B.29 Inject</b> the patient using the following techniques IAW Clinical Procedures for Medical Assistants.</p> <ul style="list-style-type: none"> <li>• Intramuscular</li> <li>• Intradermal</li> <li>• Subcutaneous</li> </ul> <p><b>4.B.30 Perform</b> an electrocardiogram IAW Clinical Procedures for Medical Assistants and Manufactures Guidelines.</p> <p><b>4.B.31 Prescribe</b> pharmaceuticals from the HS Drug Formulary IAW Medical Manual, COMDTINST M6000.1 (series), Nursing Drug Reference (current edition), Standardized Health Services Technician Drug Formulary, COMDTINST 6570.1 (series).</p> <p><b>4.B.32 Perform</b> wound closure procedures IAW Clinical Procedures for Medical Assistants and Wounds and Lacerations Emergency Care and Closure.</p> <p><b>4.B.33 Sterilize</b> surgical instruments IAW Medical Manual, COMDTINST M6000.1 (series) and Clinical Procedures for Medical Assistants.</p> <p><b>4.B.34 Collect</b> the following laboratory specimens IAW Clinical Procedures for Medical Assistants.</p> <ul style="list-style-type: none"> <li>• Blood</li> <li>• Stool</li> <li>• Urine</li> <li>• Wound</li> <li>• Throat</li> <li>• Sexually Transmitted Disease (STD)</li> </ul>		
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<p><b>4.B.35 Perform</b> rapid reagent laboratory tests IAW Clinical Procedures Medical Assistants and Manufactures Guidelines.</p> <p><b>4.B.36 Perform</b> audio acuity testing IAW Medical Manual, COMDTINST M6000.1 (series) and Manufactures Guidelines.</p> <p><b>4.B.37 Perform</b> vision testing IAW Medical Manual, COMDTINST M6000.1 (series) and Manufactures Guidelines.</p> <p><b>5.B.01 Manage</b> a patient presenting with a non-traumatic headache IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Migraine</li> <li>• Cluster</li> <li>• Tension (cervical)</li> <li>• Sinusitis or sinus congestion</li> <li>• Temporomandibular Joint (TMJ) induced headache</li> <li>• Hypertension</li> <li>• Cerebrovascular Accident (CVA)</li> </ul> <p><b>5.B.02 Manage</b> a patient presenting with dizziness IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Cardiac dysrhythmia/arrhythmia (rate/rhythm)</li> <li>• ENT illnesses (labyrinthitis or sinusitis)</li> <li>• Toxic (intoxication, environmental, medication)</li> <li>• Metabolic (Febrile illness, dehydration)</li> <li>• Pregnancy (including that exacerbated by supine position)</li> </ul>		
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<p><b>5.B.03 Manage</b> a patient presenting with skin conditions IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.03:</p> <ul style="list-style-type: none"> <li>• Psoriasis</li> <li>• Seborrhea</li> <li>• Cellulitis</li> <li>• Folliculitis</li> <li>• Insect bites (scabies, fleas, lice, ticks)</li> <li>• Drug reaction/allergies</li> <li>• Dyshydrotic eczema</li> <li>• Impetigo</li> <li>• Herpes simplex</li> <li>• Hand-foot-mouth disease (coxsackie virus)</li> </ul> <p><b>5.B.04 Manage</b> a patient presenting with eye pain, red eye, foreign body in eye, or acute altered vision IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.07:</p> <ul style="list-style-type: none"> <li>• Acute iritis</li> <li>• Acute retinal detachment</li> <li>• Hyphema</li> <li>• Flash burns</li> <li>• Herpes Keratitis</li> <li>• Chemical burns</li> </ul>		
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<p><b>5.B.05 Manage</b> a patient presenting with cough, shortness of breath, and difficulty breathing IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.06:</p> <ul style="list-style-type: none"> <li>• Pulmonary edema</li> <li>• Pneumothorax</li> <li>• Status asthmaticus</li> <li>• Pleuritis</li> </ul> <p><b>5.B.06 Manage</b> a patient presenting with ear pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.10:</p> <ul style="list-style-type: none"> <li>• Foreign body</li> <li>• Mastoiditis</li> <li>• Barotrauma</li> <li>• Temporomandibular Joint (TMJ) syndrome</li> </ul> <p><b>5.B.07 Manage</b> a differential diagnosis for a patient presenting with sore throat IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.04:</p> <ul style="list-style-type: none"> <li>• Epiglottitis</li> <li>• Influenza</li> <li>• Peritonsillar abscess</li> <li>• Diphtheria</li> <li>• Croup</li> <li>• Toxic shock syndrome</li> </ul>		
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<p><b>5.B.08 Manage</b> a patient presenting with neck pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.05:</p> <ul style="list-style-type: none"> <li>• Tension headache</li> <li>• Cervical Herniated Nucleus Pulposus</li> <li>• Torticollis</li> </ul> <p><b>5.B.09 Manage</b> a patient presenting with shoulder pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.11:</p> <ul style="list-style-type: none"> <li>• Shoulder (dislocation, subluxation, sprain &amp; fracture)</li> <li>• Acromioclavicular Joint Injury (i.e., dislocation, subluxation, sprain)</li> <li>• Dislocation, subluxation, sprain</li> <li>• Rotator Cuff Injuries</li> </ul> <p><b>5.B.10 Manage</b> a patient presenting with chest pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.12:</p> <ul style="list-style-type: none"> <li>• Myocardial Infarction</li> <li>• Pulmonary embolism</li> <li>• Spontaneous pneumothorax</li> </ul>		
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<p><b>5.B.11 Manage</b> a patient presenting with elbow pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.21:</p> <ul style="list-style-type: none"> <li>• Lateral or medial epicondylitis</li> <li>• Radial head fracture</li> <li>• Dislocation</li> </ul> <p><b>5.B.12 Manage</b> a patient presenting with wrist pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.22:</p> <ul style="list-style-type: none"> <li>• Scaphoid fracture</li> <li>• Radial/ulna fracture</li> <li>• Degenerative joint disease/noninflammatory arthritis</li> </ul> <p><b>5.B.13 Manage</b> a patient presenting with fingernail/toenail pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Paronychia</li> <li>• Ingrown Nail</li> </ul>		
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<p><b>5.B.14 Manage</b> a patient presenting with low back pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.15:</p> <ul style="list-style-type: none"> <li>• Aneurysm (such as ruptured abdominal aorta);</li> <li>• Osteoarthritis (noninflammatory arthritis);</li> <li>• Gynecological condition (i.e., endometriosis, etc.)</li> </ul> <p><b>5.B.15 Manage</b> a patient presenting with testicular pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.16:</p> <ul style="list-style-type: none"> <li>• Incarcerated Inguinal Hernia</li> <li>• Testicular cancer</li> <li>• Hydrocele</li> <li>• Varicocele</li> </ul> <p><b>5.B.16 Manage</b> a patient presenting with painful/bloody urination IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQs 4.B.17 and 4.B.18:</p> <ul style="list-style-type: none"> <li>• Renal trauma</li> <li>• Urethritis</li> </ul>		
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<p><b>5.B.17 Manage</b> a female patient presenting with abdominal or pelvic pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.13:</p> <ul style="list-style-type: none"> <li>• Perforated ulcer</li> <li>• Fecal impaction</li> <li>• Abdominal aneurysm</li> <li>• Hepatitis</li> <li>• Pancreatitis</li> <li>• Ovarian cyst</li> <li>• Endometriosis</li> <li>• Upper Gastrointestinal (GI) bleeding</li> <li>• Pelvic inflammatory disease</li> <li>• Colitis (Inflammatory Bowel Disease)</li> <li>• Irritable bowel syndrome</li> <li>• Diverticulitis</li> <li>• Cholecystitis</li> <li>• Gastroenteritis</li> </ul>		
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<p><b>5.B.18 Manage</b> a male patient presenting with abdominal pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.14:</p> <ul style="list-style-type: none"> <li>• Hernia</li> <li>• Irritable bowel syndrome</li> <li>• Colitis (Inflammatory Bowel Disease)</li> <li>• Diverticulitis</li> <li>• Pancreatitis</li> <li>• Cholecystitis</li> <li>• Hepatitis</li> <li>• Abdominal aneurysm</li> <li>• Bowel obstruction</li> <li>• Perforated ulcer</li> <li>• Testicular torsion</li> </ul> <p><b>5.B.19 Manage</b> a female patient presenting with excessive vaginal bleeding or pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Threatened abortion (miscarriage)</li> <li>• Ectopic pregnancy</li> <li>• Dysfunctional uterine bleeding (DUB)</li> <li>• Metrorrhagia (uterine bleeding at irregular intervals)</li> </ul>		
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<p><b>5.B.20 Manage</b> a female patient presenting with vaginal irritation IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Herpes simplex virus (HSV), type II</li> <li>• Trichomonas</li> <li>• Candidiasis</li> <li>• Condyloma acuminata</li> <li>• Chlamydia</li> <li>• Gonorrhea</li> <li>• Human Papilloma Virus</li> <li>• Syphilis</li> <li>• Bacterial/Gardnerella Vaginosis</li> <li>• Excoriation/trauma</li> </ul> <p><b>5.B.21 Manage</b> a patient presenting with sexually transmitted disease IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Herpes simplex virus (HSV), type II</li> <li>• Condyloma acuminata</li> <li>• Syphilis</li> <li>• Trichomonas</li> <li>• Human Papilloma Virus</li> <li>• Gonorrhea</li> <li>• HIV</li> <li>• Hepatitis</li> <li>• Chancroid</li> <li>• Pediculosis</li> <li>• Chlamydia</li> </ul>		
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<p><b>5.B.22 Manage</b> a patient presenting with rectal bleeding disease IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• External hemorrhoids</li> <li>• Internal hemorrhoids</li> <li>• Colon cancer</li> <li>• Prostatitis</li> </ul> <p><b>5.B.23 Manage</b> a patient presenting with knee pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.19:</p> <ul style="list-style-type: none"> <li>• Patellofemoral disorders (arthralgia and compression syndrome);</li> <li>• Lateral or Medial Collateral Ligament (LML or MCL) injuries (sprain tear, or avulsion), being sure to use application of varum and valgum stress, with knee at proper degree of flexion, as part of your examination;</li> <li>• Anterior or Posterior Cruciate Ligament (ACL or PCL) Injuries</li> <li>• Lateral and Medial Meniscus Injuries, being sure to use McMurray's Test as part of your examination;</li> <li>• Fractures</li> </ul>		
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<p><b>5.B.24 Manage</b> a patient presenting with ankle/foot pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis &amp; Treatment in Orthopedics and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.20:</p> <ul style="list-style-type: none"> <li>• Achilles tendon rupture</li> <li>• Achilles tendinitis</li> <li>• Plantar fasciitis</li> </ul> <p><b>5.B.25 Manage</b> a patient presenting with altered mental status IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.23:</p> <ul style="list-style-type: none"> <li>• Diabetic coma</li> <li>• Insulin shock</li> <li>• Cerebrovascular Accident (CVA)</li> <li>• Acute psychotic episode</li> </ul> <p><b>5.B.26 Manage</b> a patient presenting with acute depression IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p><b>SupGuide:</b> Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> <li>• Adjustment disorder</li> <li>• Major depression</li> <li>• Bipolar disorder</li> <li>• Suicidal ideation</li> </ul>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	



RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p><b>5.B.27 Perform</b> minor surgical procedures to include the following IAW Clinical Procedures for Medical Assistants and Wounds and Lacerations Emergency Care and Closure.</p> <ul style="list-style-type: none"> <li>• Incision and Drainage (I&amp;D)</li> <li>• Wound-Packing</li> <li>• Ingrown Toenail Removal</li> </ul> <p><b>5.B.28 Maintain</b> poison antidote lockers IAW Health Services Allowance List, Ashore, COMDTINST M6700.5 (series), Health Services Allowance List, Afloat, COMDTINST M6700.6 (series) and Health Services Allowance List, Part III (Shore Units and Vessels), COMDTINST M6700.7 (series).</p> <p><b>C. MEDICAL ADMINISTRATION</b></p> <p><b>4.C.01 Maintain</b> health records IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>4.C.02 Request</b> Medical Records IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>4.C.03 Input</b> patient data into computerized tracking/appointment systems IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>5.C.01 Prepare</b> the following reports for Physical Examination IAW Medical Manual, COMDTINST M6000.1 (series).</p> <ul style="list-style-type: none"> <li>• Report of Medical Examination (DD-2808)</li> <li>• Report of Medical History (DD-2807-1)</li> <li>• Occupational Medical Surveillance and Evaluation Program (OMSEP)</li> </ul> <p><b>5.C.02 Prepare</b> Binnacle lists IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>5.C.03 Review</b> the medical departmental SOPs for compliance with MLC SOP IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>5.C.04 Prepare</b> controlled substances inventories IAW Medical Manual, COMDTINST M6000.1 (series).</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p><b>6.C.01 Verify</b> the following reports for Physical Examination IAW Medical Manual, COMDTINST M6000.1 (series).</p> <ul style="list-style-type: none"> <li>• Report of Medical Examination (DD-2808)</li> <li>• Report of Medical History (DD-2807-1)</li> <li>• Occupational Medical Surveillance and Evaluation Program (OMSEP)</li> </ul> <p><b>6.C.02 Maintain</b> SOP Manuals for CG Medical Treatment Facilities IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>7.C.01 Maintain</b> departmental quality assurance programs IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>D. PATIENT AFFAIRS</b></p> <p><b>5.D.01 Counsel</b> personnel on basic health benefits programs IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>SupGuide:</b> To include medical and dental services.</p> <p><b>6.D.01 Counsel</b> patients on medical board procedures IAW Physical Disability Evaluation System, COMDTINST M1850.2 (series).</p> <p><b>6.D.02 Prepare</b> Initial Medical Board packages IAW Physical Disability Evaluation System, COMDTINST M1850.2 (series).</p> <p><b>6.D.03 Counsel</b> patients on medical/dental wavier requests IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>6.D.04 Advise</b> command on requirements for Initial Medical Boards IAW Physical Disability Evaluation System, COMDTINST M1850.2 (series) and Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>E. MEDICAL SUPPLY AND FISCAL MANAGEMENT</b></p> <p><b>5.E.01 Conduct</b> an inventory of medical supplies IAW Health Services Allowance List, Ashore, COMDTINST M6700.5 (series), Health Services Allowance List, Afloat, COMDTINST M6700.6 (series) and Health Services Allowance List, Part III (Shore Units and Vessels), COMDTINST M6700.7 (series).</p> <p><b>5.E.02 Order</b> Health Care Equipment IAW Medical Manual, COMDTINST M6000.1 (series).</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p><b>6.E.01 Maintain</b> a Preventive Maintenance Program for health care equipment IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>F. BASIC INSTRUCTION</b></p> <p><b>5.F.01 Provide</b> departmental training IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>6.F.01 Conduct</b> health services related unit training IAW Medical Manual, COMDTINST M6000.1 (series)</p> <p><b>SupGuide:</b> Training to be conducted outside the health services division.</p> <p><b>6.F.02 Manage</b> a health services department training program IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>G. SAFETY AND ENVIRONMENTAL HEALTH</b></p> <p><b>4.G.01 Interpret</b> tuberculosis-screening test IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>5.G.01 Conduct</b> a food service sanitation inspection IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p><b>5.G.02 Manage</b> a heat stress program IAW Manual of Naval Preventive Medicine, NAVMED P-5010.</p> <p><b>5.G.03 Manage</b> a hearing conservation program IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p><b>6.G.01 Conduct</b> a unit sanitation inspection IAW Manual of Naval Preventive Medicine, NAVMED P-5010.</p> <p><b>6.G.02 Test</b> potable water IAW Manual of Naval Preventive Medicine NAVMED P5010 and Water Supply and Wastewater Disposal Manual, COMDTINST M6240.5 (series).</p>		
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<p><b>GLOSSARY</b></p> <p><b>Administer</b> - To manage or supervise the execution, use, or conduct of a relatively structured activity; to give remedially.</p> <p><b>Advise</b> - To counsel or recommend; to give advice; caution.</p> <p><b>Assess</b> - To determine the importance, size, or value of; to fix the amount of.</p> <p><b>Collect</b> - To gather or exact from a number of persons or sources; to bring together in a group.</p> <p><b>Conduct</b> - To direct or control, lead, or guide; to direct an action or evolution as the leader (supervisor).</p> <p><b>Counsel</b> – To provide information and/or advice regarding something.</p> <p><b>Develop</b> - To set forth or make clear by degrees or in detail; bring into activity or reality.</p> <p><b>Establish</b> - To bring into existence; institute; to introduce as a permanent entity or procedure.</p> <p><b>Inject</b> – To introduce as an element or factor in or into some situation or subject; to force a fluid into.</p> <p><b>Input</b> - To provide information to or to enter information into a system.</p> <p><b>Interpret</b> - To present or delineate the meaning of; explain.</p> <p><b>Maintain</b> - To preserve, fix, or keep in good repair; to keep in a proper state or condition of validity.</p> <p><b>Manage</b> - To handle or direct with a degree of skill or specialized knowledge; to exercise executive, administrative, and supervisory direction; to direct or carry on business or affairs: supervise, administer.</p>		
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<p><b>Obtain</b> - To physically acquire an item, gain possession of.</p> <p><b>Order</b> – To requisition or request from a supply system.</p> <p><b>Perform</b> - To carry out an action or pattern of behavior; to begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p><b>Prepare</b> - To put together; to combine elements and produce a product; to make ready; to make other persons or things ready.</p> <p><b>Prescribe</b> – Recommend or order the use of a drug or medication.</p> <p><b>Provide</b> - To supply or make available; furnish.</p> <p><b>Request</b> - To ask for; to ask someone to do something.</p> <p><b>Resuscitate</b> – To revive from apparent death or from unconsciousness.</p> <p><b>Review</b> - To go over for the purpose of determining correctness or currency.</p> <p><b>Sterilize</b> – To make sterile; make free from microorganisms.</p> <p><b>Test</b> - To examine to prove the value, tolerances and performance of or ascertain the nature of something;</p> <p><b>Treat</b> – To care for or deal with medically or surgically.</p> <p><b>Verify</b> - To confirm or establish the accuracy or truth of something; prove; authenticate.</p> <p><b>REFERENCE MATERIAL (hyperlinks provided where available)</b></p> <p>American Heart Association (AHA) Guidelines</p> <p>Brady's Emergency Care (current edition)</p> <p>Clinical Procedures for Medical Assistants</p> <p>Current Diagnosis &amp; Treatment in Orthopedics</p>		
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RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>Delmar's Dental Assisting – A Comprehensive Approach (current edition)</p> <p>Food Service Sanitation Manual, <a href="#">COMDTINST M6240.4</a> (series)</p> <p>Guide to Antimicrobial Therapy</p> <p>Health Services Allowance List, Ashore, <a href="#">COMDTINST M6700.5</a> (series)</p> <p>Health Services Allowance List, Afloat, <a href="#">COMDTINST M6700.6</a> (series)</p> <p>Health Services Allowance List, Part III (Shore Units and Vessels), <a href="#">COMDTINST M6700.7</a> (series)</p> <p>Manual of Naval Preventive Medicine NAVMED P-5010 <a href="http://www.vnh.org/PreventiveMedicine/PreventiveMedicine.html">http://www.vnh.org/PreventiveMedicine/PreventiveMedicine.html</a></p> <p>Manufactures Guidelines</p> <p>Medical Manual, <a href="#">COMDTINST M6000.1</a> (series)</p> <p>Mosby's EMT-Intermediate (current edition)</p> <p>Mosby's Health and Physical Assessments (current edition)</p> <p>Mosby's Primary Care Consultant (current edition)</p> <p>Nursing Drug Reference (current edition)</p> <p>Physical Disability Evaluation System, <a href="#">COMDTINST M1850.2</a> (series)</p> <p>Standardized Health Services Technician Drug Formulary, <a href="#">COMDTINST 6570.1</a> (series)</p> <p>Suicide Prevention, <a href="#">COMDTINST 1734.1</a> (series)</p> <p>The Merck Manual (current edition)</p> <p>Water Supply and Wastewater Disposal Manual, <a href="#">COMDTINST M6240.5</a> (series)</p> <p>Wounds and Lacerations Emergency Care and Closure</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS**  
**PA**

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material is made available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

**RATING**

PUBLIC AFFAIRS SPECIALIST (Effective for the MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

**ABBREVIATION**

PA

**DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL**

**E-4**

**E-5**

**E-6**

**E-7**

**E-8**

**E-9**

**NAME** (Last, First, Middle Initial)

**EMPLID NUMBER**

**SIGNATURE OF SUPERVISOR**

[illegible]

REMARKS



RATING: PUBLIC AFFAIRS SPECIALIST	INIT	DATE
<p><b>A. PUBLIC AFFAIRS</b></p> <p><b>4.A.01 Draft</b> a news release applying Coast Guard requirements for Security, Accuracy, Propriety and Policy (SAPP) IAW the Associated Press Style Guide and the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p><b>4.A.02 Perform</b> an on-camera media interview IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p><b>SupGuide:</b> Under simulated conditions member will be interviewed, answering questions while incorporating command messages.</p> <p><b>4.A.03 Develop</b> responses to media queries IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p><b>5.A.01 Facilitate</b> a media visit as a Public Affairs escort IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p><b>5.A.02 Prepare</b> a Coast Guard spokesperson for a news media interview IAW the Public Affairs Manual, COMDTINST M5728.2 (series), the National Response Team Joint Information Center Manual, "Online Deadline: Managing Media Relations" by Carole M. Howard and Wilma K. Mathews and the University of California at Irvine "Meet the Media" on-line guide available: <a href="http://today.uci.edu/resources/meet_the_media.asp">http://today.uci.edu/resources/meet_the_media.asp</a></p> <p><b>5.A.03 Perform</b> on camera media interviews IAW the Public Affairs Manual, COMDTINST M5728.2 (series), "Online Deadline: Managing Media Relations" by Carole M. Howard and Wilma K. Mathews, and the University of California at Irvine "Meet the Media" on-line guide available: <a href="http://today.uci.edu/resources/meet_the_media.asp">http://today.uci.edu/resources/meet_the_media.asp</a></p> <p><b>5.A.04 Administer</b> a speaker's bureau IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and U. S. Navy Journalist Advanced Non-Resident Training Course NAVEDTRA 14335.</p> <p><b>5.A.05 Arrange</b> media visits to Coast Guard units IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and Unit SOP.</p> <p><b>5.A.06 Coordinate</b> requests for CG participation in community events IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p>		
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<p><b>5.A.07 Develop</b> public affairs guidance to include the following IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and the National Response Team Joint Information Center Manual.</p> <ul style="list-style-type: none"> <li>• Talking Points</li> <li>• Command Messages</li> <li>• Background Information</li> <li>• Questions and Answers</li> </ul> <p><b>5.A.08 Assemble</b> a media press pack including news releases, background material, biographies, graphics, photos, video footage and maps IAW Industry Standards.</p> <p><b>5.A.09 Establish</b> a media response center IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and the National Response Team Joint Information Center Manual.</p> <p><b>SupGuide:</b> Member will determine public affairs response resources required for an on scene event/incident.</p> <p><b>5.A.10 Guide</b> unit commands regarding Coast Guard incidents or issues. IAW Public Affairs Manual, COMDTINST M5728.2 (series) and District/Area SOP.</p> <p><b>5.A.11 Coordinate</b> a media production project IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p><b>SupGuide:</b> Member will serve as liaison, schedule, enforce ground rules, escort, arrange assets and spokespersons, etc. for the duration of the project.</p> <p><b>6.A.01 Release</b> information in coordination with federal, state, and local agencies IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p><b>6.A.02 Coordinate</b> news briefings IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p><b>6.A.03 Arrange</b> a press pool IAW Public Affairs Manual, COMDTINST M5728.2 (series).</p>		
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<p><b>7.A.01 Perform</b> the duties of Assistant Information Officer in a Joint Information Center (JIC) IAW the National Response Team Joint Information Center Manual.</p> <p><b>SupGuide:</b> Member can complete this performance by participating as an Assistant Information Officer in an actual response or simulated exercise.</p> <p><b>7.A.02 Coordinate</b> news conferences IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and the National Response Team Joint Information Center Manual.</p> <p><b>7.A.03 Assess</b> Coast Guard related media coverage IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and the National Response Team Joint Information Center Manual.</p> <p><b>SupGuide:</b> Member will compile results, identify trends, determine effectiveness and brief personnel.</p> <p><b>B. WRITING</b></p> <p><b>4.B.01 Write</b> a news release in inverted pyramid format IAW the Associated Press Style Guide.</p> <p><b>4.B.02 Write</b> a news story in inverted pyramid format based on three of the following IAW the Associated Press Style Guide.</p> <ul style="list-style-type: none"> <li>• Coast Guard Message</li> <li>• Coast Guard Report</li> <li>• Coast Guard Directive</li> <li>• Interviews</li> <li>• Other written material</li> </ul> <p><b>4.B.03 Write</b> the following IAW the Public Affairs Manual, COMDTINST M5728.2 and the Associated Press Style Guide.</p> <ul style="list-style-type: none"> <li>• Feature story</li> <li>• Photo Feature</li> <li>• Captions</li> </ul>		
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<p><b>5.B.01 Market</b> the following to internal and external media outlets IAW Industry Standards.</p> <ul style="list-style-type: none"> <li>• News Release</li> <li>• Feature Story</li> <li>• Media Advisory</li> </ul> <p><b>SupGuide:</b> Member will determine specific markets for the release.</p> <p><b>5.B.02 Localize</b> Department of Homeland Security or Coast Guard published information IAW the U.S. Navy Journalist Basic Non-Resident Training Course NAVEDTRA 14321.</p> <p><b>C. WEB-BASED SKILLS</b></p> <p><b>5.C.01 Format</b> news releases, photos, and other publicly releasable information for a Coast Guard Web site IAW the Public Affairs Manual, COMDTINST M5728.2 (series); Use and Management of Coast Guard Internet and Intranet Web Sites, Content and Access, COMDTINST 5230.62 (series); and the Federal Communicators Network Communicators Guide.</p> <p><b>D. IMAGERY</b></p> <p><b>4.D.01 Shoot</b> photographs using available light and flash IAW Visual Impact in Print, Gerald D. Hurley and Angus McDougall; Photojournalism: Content and Technique, Greg Lewis; and the Nikon D-1H Operators Manual.</p> <p><b>4.D.02 Enhance</b> photos using imaging software IAW DOD Directive 5040.5, Alteration of Official DOD Imagery and Industry Standards.</p> <p><b>5.D.01 Maintain</b> photographic and audiovisual equipment IAW Manufacturer Guidelines, "The Little Digital Video Book" by Michael Rubin and "Digital Photography for Dummies" by Julie Adair King.</p> <p><b>5.D.02 Document</b> Coast Guard operations using a video camera IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and "The Little Digital Video Book" by Michael Rubin.</p>		
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<p><b>5.D.03 Release</b> Coast Guard operational video and still images to media IAW the Public Affairs Manual, COMDTINST M5728.2 (series), "The Little Digital Video Book" by Michael Rubin, "Digital Photography for Dummies" by Julie Adair King and U.S. Navy Journalist Basic Non-Resident Training Course NAVEDTRA 14321.</p> <p><b>SupGuide:</b> Member will follow Security, Accuracy, Propriety and Policy (SAPP) procedures.</p> <p><b>E. EDITING AND LAYOUT</b></p> <p><b>4.E.01 Edit</b> material for grammar, spelling, punctuation, construction, and style IAW the Associated Press Style Guide.</p> <p><b>6.E.01 Create</b> page layouts for publication using desktop publishing software IAW Industry Standards, including the Guide to QuarkXpress.</p> <p><b>F. ADMININSTRATIVE AND CLERICAL</b></p> <p><b>6.F.01 Conduct</b> public affairs training for units within your area of responsibility IAW the Public Affairs Manual, COMDTINST 5728.2 (series).</p> <p><b>7.F.01 Manage</b> public affairs training programs for units within your area of responsibility IAW the Public Affairs Manual, COMDTINST 5728.2 (series).</p> <p><b>7.F.02 Develop</b> a communication plan for a public affairs event or issue IAW the District/Area SOP.</p> <p><b>7.F.03 Update</b> public affairs annex of the unit SOP IAW the Public Affairs Manual, COMDTINST 5728.2 (series).</p>		
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<p><b>Glossary</b></p> <p><b>Administer</b> - manage or direct execution, conduct or application of</p> <p><b>Arrange</b> - put in order; systematically make preparations for</p> <p><b>Assemble</b> - gather together into a group; put or fit together</p> <p><b>Assess</b> - determine the importance of; estimate value and extent of conduct - lead, control; direct</p> <p><b>Coordinate</b> - bring into a common action, movement, or condition</p> <p><b>Create</b> - bring into being</p> <p><b>Develop</b> - bring into activity or reality; treat films or plates to make a picture visible</p> <p><b>Document</b> – to record accurate and precise information in order to preserve historical data.</p> <p><b>Draft</b> - make a preliminary sketch or composition of</p> <p><b>Edit</b> - revise or make ready for publication</p> <p><b>Enhance</b> – augment, improve, add to</p> <p><b>Establish</b> - bring into existence</p> <p><b>Facilitate</b> – make possible, help, assist</p> <p><b>Format</b> – to produce a document or electronic report in a specified form or style</p> <p><b>Guide</b> – direct</p> <p><b>Localize</b> - limit or confine to a place, area, locality</p> <p><b>Locate</b> - search for and discover the position of</p> <p><b>Maintain</b> – to preserve, fix, or keep in good repair; hold or keep in a state or condition</p> <p><b>Manage</b> - control, guide, direct, or administer</p>		
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<p><b>Market</b> - business of buying and selling a product or concept (as in marketing a story idea to the news media)</p> <p><b>Perform</b> - carry out an action; do</p> <p><b>Prepare</b> - make ready, put into a state for use or application</p> <p><b>Release</b> - let go; set free from configuration or condition</p> <p><b>Shoot</b> - record on film, video, or digital imaging equipment</p> <p><b>Update</b> - to bring up to date or make current; Change existing information and records to accurately align them with correct or most recent data</p> <p><b>Write</b> – compose</p> <p><b>REFERENCE MATERIAL (hyperlinks provided where available)</b></p> <p>Associated Press Style Guide</p> <p>District/Area SOP</p> <p>Alteration of Official DOD Imagery and Industry Standards, DOD Directive 5040.5</p> <p><a href="#">Federal Communicators Network Communicators Guide</a></p> <p><a href="#">National Response Team Joint Information Center Manual</a></p> <p>“Photojournalism: Content and Technique” by Greg Lewis</p> <p>Public Affairs Manual, <a href="#">COMDTINST M5728.2</a> (series)</p> <p>The Nikon D-1H Operators Manual</p> <p>Use and Management of Coast Guard Internet and Intranet Web Sites, Content and Access, <a href="#">COMDTINST 5230.62</a></p> <p>“Visual Impact in Print” by Gerald D. Hurley and Angus McDougall</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: PUBLIC AFFAIRS SPECIALIST	INIT	DATE
<p><b>REFERENCE MATERIAL (cont'd)</b></p> <p>"On Deadline: Managing Media Relations" by Carole M. Howard and Wilma K. Mathews</p> <p>University of California at Irvine "Meet the Media" on-line guide,  <a href="http://today.uci.edu/resources/meet_the_media.asp">http://today.uci.edu/resources/meet_the_media.asp</a></p> <p>"Communicate with Power: Encountering the Media" by Barry McLoughlin Associates, Inc.</p> <p>U.S. Navy Journalist Basic Non-Resident Training Course, NAVEDTRA 14321,  <a href="https://www.advancement.cnet.navy.mil/">https://www.advancement.cnet.navy.mil/</a></p> <p>U.S. Navy Journalist Advanced Non-Resident Training Course, NAVEDTRA 14335, <a href="https://www.advancement.cnet.navy.mil/">https://www.advancement.cnet.navy.mil/</a></p> <p>U.S. Army Soldier's Manual and Trainer's Guide, MOS 46Q: Print Journalist</p> <p>The Publicity Handbook, David R. Yale</p> <p>Sony Digital Video Camera Recorder DCR-TRV950 User's Manual</p> <p>"The Little Digital Video Book" by Michael Rubin</p> <p>"Digital Video for Dummies" by Martin Doucette</p> <p>"Digital Photography for Dummies" by Julie Adair King</p> <p>"Photojournalism: The Professionals' Approach" by Kenneth Kobre</p> <p>Guide to QuarkXpress</p> <p>Adobe Pagemaker User's Manual</p> <p><b>END</b></p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	



**RECORD OF PERFORMANCE QUALIFICATIONS**  
**YN**

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material for Coast Guard publications is available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, or the U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

**RATING**

YEOMAN (Effective for MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

**ABBREVIATION**

YN

**DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL**

**E-4**

**E-5**

**E-6**

**E-7**

**E-8**

**E-9**

**NAME** (Last, First, Middle Initial)

**EMPLID NUMBER**

**SIGNATURE OF SUPERVISOR**

[illegible]

REMARKS

RATING: YEOMAN	INIT	DATE
<p><b>A. PAY AND PERSONNEL</b></p> <p><b>SupGuide:</b> Throughout this section the term “members” refers to both Active Duty and/or Reserve Personnel. Also, when counseling Members on procedures, application of Direct Access/SDA II may be necessary.</p> <p><b>4.A.01 Counsel</b> members on policies and procedures for the following types of Leave and Liberty IAW Personnel Manual, COMDTINST M1000.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> <li>• Regular</li> <li>• Emergency</li> <li>• Compensatory Absence</li> <li>• Advance</li> <li>• Excess</li> <li>• Sick</li> <li>• Maternity</li> </ul> <p><b>4.A.02 Counsel</b> members on policies and procedures for Bonds and Allotments IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and Direct Access Online Reference Guide.</p> <p><b>SupGuide:</b> To include explanation of starting and stopping, non-receipt, change, types of bonds, and discretionary and non-discretionary allotments.</p> <p><b>4.A.03 Counsel</b> members on policies and procedures for Payment Option Elections (POE) IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and Direct Access Online Reference Guide.</p> <p><b>4.A.04 Counsel</b> members on policies and procedures for Family/Member Dental Plan Election IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>4.A.05 Process</b> BAH/Dependency Emergency Data Form transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p><b>SupGuide:</b> To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p><b>4.A.06 Process</b> Emergency Contact Data transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p><b>SupGuide:</b> To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p><b>4.A.07 Process</b> Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances and Person to Receive Allotment of Pay If Missing or Unable to Transmit Fund Transactions form IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p><b>SupGuide:</b> To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p><b>4.A.08 Counsel</b> members on policies and procedures for Service Members' Group Life Insurance (SGLI) Election and optional family coverage IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Service Members' and Veterans' Group Life Insurance Handbook, VA Handbook 29-75-1 and Direct Access Online Reference Guide.</p> <p><b>4.A.09 Maintain</b> the following Military Personnel Data Records (PDR) IAW Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series).</p> <ul style="list-style-type: none"> <li>• Servicing Personnel Office (SPO)</li> <li>• Unit</li> </ul>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>4.A.10 Verify</b> the following service dates/times IAW Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> <li>• Creditable Service</li> <li>• Active Duty Base Date</li> <li>• Pay Base Date</li> <li>• Expiration of Enlistment</li> <li>• Date of Rank</li> <li>• Creditable Sea Duty</li> </ul> <p><b>SupGuide:</b> To include calculating and adjusting the above dates and times, as required, including deductible time.</p> <p><b>4.A.11 Process</b> the following expiration of enlistment transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> <li>• Extension of Enlistment</li> <li>• Re-extension of Enlistment</li> <li>• Reenlistment</li> <li>• Indefinite Reenlistment</li> </ul> <p><b>SupGuide:</b> To include calculating Selective Reenlistment Bonus (SRB), SELRES bonus, Leave (Lump Sum Leave payments, Leave Loss, and Leave Balance) and drafting of Administrative Remarks, CG-3307. Performer will assist member with review/preparation of worksheet, and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p><b>4.A.12 Counsel</b> members on pay and allowance variations using the Leave and Earnings Statement (LES) IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>4.A.13 Counsel</b> members on non-receipt of pay IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>4.A.14 Process</b> the following allowances IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide, Coast Guard Housing Manual, COMDTINST M11101.13 (series) and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> <li>• Housing</li> <li>• Subsistence</li> <li>• Family Separation</li> <li>• Cost of Living</li> </ul> <p><b>SupGuide:</b> To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p><b>4.A.15 Counsel</b> members on entitlement procedures for obtaining the following Armed Forces Identification Cards IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> <li>• Active Duty</li> <li>• Dependent</li> <li>• Selective Reserve</li> <li>• Retired</li> </ul> <p><b>4.A.16 Process</b> members for Retirements IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p><b>SupGuide:</b> To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>EMPLID NUMBER</b>	

RATING: YEOMAN	INIT	DATE
<p><b>4.A.17 Process</b> members for Discharges IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p><b>SupGuide:</b> To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p><b>4.A.18 Process</b> members for Release from Active Duty IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p><b>SupGuide:</b> To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p><b>4.A.19 Prepare</b> advancement certificates IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>4.A.20 Prepare</b> Good Conduct certificates IAW Medals and Awards Manual, COMDTINST M1650.25 (series).</p> <p><b>5.A.01 Counsel</b> members on policies and procedures for BAH/Dependency eligibility IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>5.A.02 Counsel</b> members on policies and procedures for Emergency Contact Data IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
<b>NAME</b> (Last, First, Middle Initial)	<b>EMPLID NUMBER</b>	

RATING: YEOMAN	INIT	DATE
<p><b>5.A.03 Counsel</b> members on policies and procedures for Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances and Person to Receive Allotment of Pay If Missing or Unable to Transmit Funds IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>5.A.04 Counsel</b> members on policies and procedures for the following expiration of enlistment options IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> <li>• Extension of Enlistment</li> <li>• Re-extension of Enlistment</li> <li>• Reenlistment</li> <li>• Indefinite Reenlistment</li> </ul> <p><b>SupGuide:</b> To include SRB, SELRES bonus as published in current ALCOAST issued by Commandant (G-W) .</p> <p><b>5.A.05 Counsel</b> members on the following allowances IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations, Coast Guard Housing Manual, COMDTINST M11101.13 (series) and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> <li>• Housing</li> <li>• Subsistence</li> <li>• Family Separation</li> <li>• Cost of Living</li> </ul> <p><b>SupGuide:</b> To include the different types of allowances.</p> <p><b>5.A.06 Assist</b> members in preparing a request for the following assignments IAW Personnel Manual, COMDTINST M1000.6 (series).</p> <ul style="list-style-type: none"> <li>• Humanitarian</li> <li>• Mutual Exchange of Station</li> <li>• Unilateral Transfers</li> </ul>		
<b>NAME</b> (Last, First, Middle Initial)	<b>EMPLID NUMBER</b>	



RATING: YEOMAN	INIT	DATE
<p><b>5.A.07 Counsel</b> members on policies and procedures for Retirements IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>5.A.08 Counsel</b> members on policies and procedures for Discharges IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>5.A.09 Counsel</b> members on policies and procedures for Release from Active Duty IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>6.A.01 Counsel</b> members on the eligibility and procedures for the following special pay entitlements IAW Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> <li>• Career Sea Pay</li> <li>• Career Sea Pay Premium</li> <li>• Special Duty Assignment Pay</li> </ul> <p><b>6.A.02 Complete</b> the documentation for NJP proceedings IAW Uniform Code of Military Justice (UCMJ), Military Justice Manual, COMDTINST M5810.1 (series), Military Personnel Security Program, COMDTINST M5520.12 (series), Personnel Manual, COMDTINST M1000.6 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p><b>6.A.03 Assist</b> members with the following requests IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> <li>• Remission of Indebtedness</li> <li>• Waiver of Indebtedness</li> </ul>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>6.A.04 Counsel</b> members on policies and procedures for Career Status Bonus IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>SupGuide:</b> To include entitlement, recoupment, election procedures and Date of Initial Entry To Military Service (DIEMS).</p> <p><b>6.A.05 Counsel</b> members on Annuities and Premiums for the Survivor Benefit Plan (SBP)/Reserve Component Survivor Benefit Plan (RC-SBP)/Supplemental Survivor Benefit Plan (SSBP) IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>7.A.01 Prepare</b> Administrative Discharge Recommendations IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>B. TRAVEL AND TRANSPORTATION</b></p> <p><b>4.B.01 Counsel</b> members on the following PCS entitlements IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> <li>• Advance Pay</li> <li>• Advance Pay and Allowances</li> <li>• Dislocation Allowance</li> <li>• Temporary Lodging Expense</li> <li>• MALT and Per Diem</li> <li>• Temporary Lodging Allowance</li> <li>• Consecutive Overseas Tour (COT)</li> </ul> <p><b>SupGuide:</b> Performer will include calculations.</p> <p><b>4.B.02 Counsel</b> members on entitlements for TDY orders IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <p><b>SupGuide:</b> Verify order issuing authority via Direct Access/Airport Terminal.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>4.B.03 Process</b> the following travel and transportation orders IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> <li>• Single IDT Drill</li> <li>• Multiple IDT Drill</li> <li>• Readiness Management Period</li> <li>• Active Duty for Training (ADT)</li> <li>• Active Duty Other than for Training (ADOT)</li> <li>• Reserve Mobilization</li> </ul> <p><b>SupGuide:</b> To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p><b>4.B.04 Counsel</b> members on the entitlements for the following types of travel orders IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Policies and Procedures Concerning Travel Orders to Class "A" School of Less than 20 weeks, COMDTINST 4600.15 (series) and Direct Access Online Reference Guide.</p> <ul style="list-style-type: none"> <li>• PCS/TEMDU</li> <li>• PCS orders</li> <li>• Class "A" School orders</li> </ul> <p><b>SupGuide:</b> Verify order issuing authority via Direct Access/Airport Terminal.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>5.B.01 Counsel</b> members on travel and transportation entitlements for the following types of travel orders Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> <li>• Single IDT Drill</li> <li>• Multiple IDT Drill</li> <li>• Readiness Management Period</li> <li>• Active Duty for Training (ADT)</li> <li>• Active Duty Other than for Training (ADOT)</li> <li>• Reserve Mobilization</li> </ul> <p><b>5.B.02 Counsel</b> members on shipment/storage of Privately Owned Vehicles (POV) IAW Personal Property Transportation Manual, COMDTINST M4050.6 (series) and Joint Federal Travel Regulations.</p> <p><b>5.B.03 Counsel</b> members on the following travel/transportation vouchers IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Unit Travel System (UTS) User Guide.</p> <ul style="list-style-type: none"> <li>• Local</li> <li>• TDY</li> <li>• PCS</li> <li>• Self Procured Move</li> </ul> <p><b>SupGuide:</b> Performer will utilize UTS when applicable.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>6.B.01 Counsel</b> members on the following Household goods entitlements IAW Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> <li>• Storage in transit</li> <li>• Non-Temporary Storage</li> <li>• Unaccompanied Baggage</li> <li>• Household goods</li> <li>• Self-Procured Method of Transportation</li> </ul> <p><b>6.B.02 Review</b> travel/transportation voucher IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Unit Travel System (UTS) User Guide.</p> <p><b>C. ADMINISTRATION</b></p> <p><b>4.C.01 Prepare</b> the following correspondence IAW The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series), Standard Distribution List, COMDTNOTE 5605.</p> <ul style="list-style-type: none"> <li>• Memorandum Letter</li> <li>• Business Letter</li> <li>• Endorsements</li> </ul> <p><b>4.C.02 Prepare</b> Administrative Remarks IAW Preparation and Submission of Administrative Remarks, CG-3307, COMDTINST 1000.14 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p><b>5.C.01 Maintain</b> a directives library IAW The Coast Guard Directives System, COMDTINST M5215.6 (series), Coast Guard Paperwork Management Manual, COMDTINST M5212.12 (series) and Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600.</p> <ul style="list-style-type: none"> <li>• Enter changes to directives.</li> <li>• File directives.</li> <li>• Order directives.</li> </ul>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>5.C.02 Maintain</b> unit correspondence files IAW Coast Guard Paperwork Management Manual, COMDTINST M5212.12 (series) and Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series).</p> <p><b>7.C.01 Draft</b> the following directives IAW The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), The Coast Guard Directives System, COMDTINST M5215.6 (series) and Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series).</p> <ul style="list-style-type: none"> <li>• Instructions</li> <li>• Notices</li> </ul> <p><b>7.C.02 Assist</b> members with Personnel Records Review Board requests IAW Personnel Manual, COMDTINST M1000.6 (series).</p> <p><b>7.C.03 Assist</b> members with Board of Correction Military Records requests IAW Personnel Manual, COMDTINST M1000.6 (series).</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p><b>GLOSSARY</b></p> <p><b>Assist</b> - Give aid by participating in a task.</p> <p><b>Complete</b> - Bring to an end, especially into a perfected state.</p> <p><b>Counsel</b> - Provide information and advice on a subject.</p> <p><b>Draft</b> - Draw the preliminary version or plan of a written document.</p> <p><b>Maintain</b> - Hold or keep in a proper state or condition of validity.</p> <p><b>Prepare</b> - Combine elements and produce a product; to make ready.</p> <p><b>Process</b> - Initiate a series of actions or operations leading to a particular end.</p> <p><b>Review</b> - Examine critically or deliberately to determine correctness.</p> <p><b>Verify</b> - Prove; confirm; substantiate; authenticate.</p> <p><b>REFERENCE MATERIAL (hyperlinks provided where available)</b>  Reference material for Coast Guard publications is available through the U.S. Coast Guard Directives System <u>Intranet</u> site accessible at <a href="http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm">http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm</a> or the U.S. Coast Guard Directives System <u>Internet</u> site accessible at <a href="http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm">http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm</a> or your unit administrative library, or from other government sources.</p> <p><b>ALCOASTs</b> <a href="http://cgweb.comdt.uscg.mil/hsc_t-4/commcen/default.html">http://cgweb.comdt.uscg.mil/hsc_t-4/commcen/default.html</a></p> <p>Certificate of Release or Discharge from Active Duty, DD Form 214, <a href="#">COMDTINST M1900.4</a> (series)</p> <p>Medals and Awards Manual, <a href="#">COMDTINST M1650.25</a> (series)</p> <p>CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), <a href="#">COMDTINST M4600.17</a> (series)</p> <p>Coast Guard Housing Manual, <a href="#">COMDTINST M11101.13</a> (series)</p> <p>Coast Guard Paperwork Management Manual, <a href="#">COMDTINST M5212.12</a> (series)</p> <p>Direct Access Online Reference Guide  <a href="http://www.uscg.mil/hq/psc/cghrms/index.htm">http://www.uscg.mil/hq/psc/cghrms/index.htm</a></p>		
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<p>Directives, Publications, and Reports Index (DPRI), <a href="#">COMDTNOTE 5600</a></p> <p>Joint Federal Travel Regulations <a href="http://www.dtic.mil/perdiem/trvlregs.html">http://www.dtic.mil/perdiem/trvlregs.html</a></p> <p>Military Justice Manual, <a href="#">COMDTINST M5810.1</a> (series)</p> <p>Military Personnel Data Records (PDR) System, <a href="#">COMDTINST M1080.10</a> (series)</p> <p>Military Personnel Security Program, <a href="#">COMDTINST M5520.12</a> (series)</p> <p>Personal Property Transportation Manual, <a href="#">COMDTINST M4050.6</a> (series)</p> <p>Personnel and Pay Procedures Manual (PPPM), <a href="#">PSCINST M1000.2</a> (series)</p> <p>Personnel Manual, <a href="#">COMDTINST M1000.6</a> (series)</p> <p>Preparation and Submission of Administrative Remarks (CG-3307), <a href="#">COMDTINST 1000.14</a> (series)</p> <p>Reserve Policy Manual, <a href="#">COMDTINST M1001.28</a> (series)</p> <p>Source Data Automation II User Manual, PSCINST M5231.2 (series) <a href="http://cgweb.uscg.mil/g-w/psc/sdaii.shtm">http://cgweb.uscg.mil/g-w/psc/sdaii.shtm</a></p> <p>Service Members' and Veterans' Group Life Insurance Handbook, VA Handbook 29-75-1</p> <p>Standard Distribution List, COMDTNOTE 5605</p> <p>Standard Subject Identification Codes (SSIC), <a href="#">COMDTINST M5210.5</a> (series)</p> <p>The Coast Guard Correspondence Manual, <a href="#">COMDTINST M5216.4</a> (series)</p> <p>The Coast Guard Directives System, <a href="#">COMDTINST M5215.6</a> (series)</p> <p>The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, <a href="#">COMDTINST M5260.3</a> (series)</p> <p>Uniform Code of Military Justice (UCMJ)</p> <p>Unit Travel System <a href="#">(UTS) User Guide</a></p> <p>U. S. Coast Guard Pay Manual, <a href="#">COMDTINST M7220.29</a> (series)</p>		
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